



Ottawa-Carleton District School Board (OCDSB)
Notice of Intent to Apply for the Principal Selection Process

Candidate Name: _____

Purpose of the Notice of Intent to Apply Form:

This form is designed to facilitate a conversation with your current supervisor(s) surrounding your participation in the process and to give formal notice to your current Principal (if applicable) and Superintendent of your potential intent to apply for a Principal Position.

Principal Candidates will be required to obtain a signature, and have a conversation, with both their Principal (if applicable) and their Superintendent prior to submitting their application.

When thinking about the application process, prospective applicants and supervisors should be reflecting upon the following:

- **Previous Conversations:** any previous conversations that have been had as part of a school visit or through the performance appraisal process.
- **Recent acting assignment:** applicants, who have recently obtained an acting Principal assignment, may wish to consider gaining experience in the acting role prior to putting their name forward, to increase their chances of success in the formal process.
- **Principal Candidates with less than 3 years of experience as VPs:** Principal candidates, with less than three (3) years of experience as a Vice-Principal are able to use this opportunity to discuss readiness with their Superintendent.
- **References:** all candidates will be required to submit their current supervisor(s) as a reference. Supervisors are encouraged to discuss any concerns they may have regarding their ability to provide a positive reference. Concerns related to obtaining a positive reference from a supervisor can be directed to SystemLeadershipPositions@ocdsb.ca.
- **Readiness:** readiness to step into a Principal position which may include a discussion about the leadership competencies, areas of strength and development, feedback from a previous process (for returning candidates) and general readiness to assume a leadership position.



Principal and Superintendent Signatures

Date of Conversation with Current Principal: _____

Name of Current Principal: _____

Current Principal Signature: _____

Date of Conversation with Current Superintendent: _____

Name of Current Superintendent: _____

Current Superintendent Signature: _____

Kindly ensure that this form is completed and attached to the application form by the deadline as outlined in the P/VP Selection Process Timelines.

Building Brighter Futures Together at the OCDSB

