

Toronto District School Board
Selection, Promotion and Placement Process for School Vice-Principals

Notice of Intent to Apply

Submission of this form is required in order to proceed in the process.

The purpose of the form is to give advance notice to your Principal and your Superintendent of your potential interest in a school administrative position. Superintendents will invite potential applicants from their Learning Network or central department to a meeting to review the Leadership Practices Tool in conjunction with the Ontario Leadership Framework. External applicants will be assigned a TDSB Superintendent to represent them through the process.

Please check this box if you are an external applicant

Name: _____ TDSB Employee #: _____

Email Address: _____

Business Phone: _____ Alternate Phone: _____

Position Being Applied For: (Check one)

Elementary Vice-Principal

Secondary Vice-Principal

Internal Applicants – please provide the following information:

Current School/Department: _____

Current Principal: _____

I have consulted with my current Principal: _____

Signature of Principal

External Applicants – please provide the following information:

Current School/Employer: _____

Current Principal: _____

I have consulted with my current Principal: _____

Signature of Principal

Please send the completed form signed by your Principal to:

- Your Superintendent with a copy to your Principal/immediate supervisor
- Email the completed signed copy to Employee Services at PVP_Process@tdsb.on.ca

This form must be received by all of the above by 12:00 Noon, Friday, November 17, 2023.

An electronic copy of this form can be accessed through TDSB websites:

tdsbweb → Employee Services → Job Postings → Principal/Vice Principal
www.tdsb.on.ca → Employment → Principal/Vice Principal Positions