

Toronto District School Board
Selection, Promotion and Placement Process for School 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 formal notice to your Superintendent of your potential interest in a Principal position. Potential internal applicants should be reflecting upon the interactive dialogue that has been part of their career conversations with their Superintendent earlier in the year as well as subsequent discussions through school visits. This process allows for ongoing discussions between applicants while connecting the work they are doing in schools to their career aspirations. Superintendents will invite potential applicants from their Family of Schools 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. Applicants currently employed by TDSB in a capacity other than as a permanent teacher or vice-principal (for example, occasional teachers) must make their application as an external applicant.

☐ **Please check this box if you are an external applicant.**

Name: _____ **TDSB Employee #:** _____

Email Address: _____

Business Phone: _____ **Alt Phone:** _____

Position Being Applied For: (Check box)

☐ Elementary Principal

☐ Secondary Principal

Criteria for Application:

Applicants for principal must:

- a) be members in good standing of the Ontario College of Teachers;
- b) completed the yearly Compliance Training requirements;
- c) successful PPA from the past 5 years;
- d) a consistent and reliable attendance pattern (a successful stay-at-work outcome);
- e) have completed both parts of the Principals' Qualifications Program;
- f) have completed Special Education – Part 1 or Special Education for Administrators;
- g) Successful completion of the Learning Leaders Program (6 Sessions); and
- h) have successfully completed two years' experience as a vice-principal by the deadline for applications.

☐ **I have reviewed the criteria to apply and confirm that I meet ALL of the criteria.**

Have you previously applied or participated in this selection process?

☐ Yes ☐ No

If yes, please specify the position and date: _____

Internal Applicants – please provide the following information:

Current School/Department: _____ **Principal:** _____

Current Superintendent: _____ **LC/FOS (i.e. 1/08)** _____

☐ **The superintendent has visited me in my learning/work environment.**

External Applicants – please provide the following information:

Current School/Employer: _____

Current Superintendent: _____

Contact Information (phone & email): _____

- ☐ The superintendent has either visited me in my learning/work environment or held a virtual or in-person meeting with me.

All Applicants

I have consulted with my current Principal: _____ **Date:** _____
Signature of Principal

I have consulted with my current Superintendent: _____ **Date:** _____
Signature of Superintendent

Please send the completed form signed by your Superintendent and Principal to:

- Your Superintendent/immediate supervisor
- Email the completed signed copy to People & Culture at PVP_Process@tdsb.on.ca

This form must be received by all of the above by 12:00 pm (noon), Friday, September 25, 2026.

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

tdsbweb → People & Culture → Job Postings → Principal/Vice Principal
www.tdsb.on.ca → Employment → Principal/Vice Principal Positions