

# **Rainbow District School Board**

## **LEADERSHIP PORTFOLIO**

### **Vice-Principals' Eligibility Process**

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**Name of Candidate**

Instructions for Completing the  
Leadership Portfolio for a Vice-Principalship in the  
Rainbow District School Board

To Our Candidates:

While a portfolio can be used for many purposes in a professional career, the Rainbow District School Board Leadership Portfolio is used as a part of the eligibility process for principals and vice-principals in the District. More specifically, the Leadership Portfolio is used to assess a candidate in the vice-principals' eligibility process against the following four criteria based on the Ontario Leadership Framework:

- Building Relationships – Leads by example, and models core values
- Developing the Organization – Provides equity of access to learning opportunities and challenges thinking and learning of colleagues to further develop their professional practice
- Leading the Instructional Program - Implements strategies which secure high standards of student behaviour and attendance
- Securing Accountability – Reflects on personal contribution to school achievements and takes account of feedback from others

Candidates are asked to note that the content and the length of the Leadership Portfolio are strictly regulated. It should include only the following:

- A covering letter identifying the position for which the candidate is applying
- A chronological summary of teaching experience
- The last performance appraisal
- An updated Certificate of Qualification from the Ontario College of Teachers
- A one-page only entry for each of the four criteria using the form in this Portfolio. Candidates are encouraged to include programs or projects that they have undertaken in the past three years only.
- A proposal for a Leadership Project using the enclosed Leadership Project Form

Candidates can choose to include, and are strongly recommended to do so, a single page third person testimonial, card or note that attests to the work of the candidate in the project, program or a situation described in each of the four entries. No other information will be reviewed or considered by the members of the Leadership Portfolio Assessment Team.

Please contact Human Resources or your superintendent if you have any further questions.

Thank you in advance for your interest in a leadership position in the Rainbow District School Board.

Sincerely,  
Jean Hanson  
Director of Education

**Rainbow District School Board**

**Leadership Portfolio**  
**Vice-Principals' Eligibility Process**

**Criterion: Building Relationships**

**Part A:** Using one example from the last three years, explain how you modeled the school's or system's values. (The system's values are available through the intranet pathway through "Quick Links." Go to annual School Report or through the internet pathway through "About Us." Go to Annual Report.)

**Part B:** Identify and explain what effect your modeling had on a colleague or colleagues.

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**Criterion: Developing the Organization**

**Part A:** Using one example from the past three years, explain how you moved toward closing the gap in student achievement in your classroom or department.

**Part B:** As a prospective vice-principal, how do you see this experience in closing the gap impacting on a school as a whole?

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**Criterion: Leading the Instructional Program**

**Part A:** Research has shown that safe and caring schools lead to higher performance levels. Identify and describe strategies you have implemented to ensure more student engagement.

**Part B:** Explain how you as a school leader would use this experience to assist others.

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**Criterion: Securing Accountability**

**Part A:** As a teacher you have received feedback either formally or informally on your performance. Select one example of feedback you received in the last three years and explain how you used it to improve your professional performance.

**Part B:** As a prospective vice-principal you will be asked to supervise and mentor others. What process would you put in place to ensure feedback on performance is actively used by staff?

**Rainbow District School Board**  
**Leadership Project Form**

**Principal's Confirmation of**  
**Candidate's Leadership Project(s)**  
**2009-2010**

Description of Leadership Project(s) (to be completed by the candidate)

I verify this candidate's Leadership Project(s) for 2009 – 2010 and understand that this/these project(s) will be used by the candidate in the vice-principal eligibility process.

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Date