



Catholic Education Leadership Portfolio Checklist

COVER PAGE: <ul style="list-style-type: none">• Candidate's Name (Please print):• Position Applied For:• Current Position:• Date of Application:	
SECTION ONE Professional History	Please attach a current Curriculum Vitae.
SECTION TWO Philosophy of Catholic Education	Describe your philosophy of Catholic Education as it relates to your role as a Catholic Administrator. Maximum one (1) page.
SECTION THREE Leadership Experiences	Using the <i>Ontario Leadership Framework</i> as your guide, describe three (3) key experiences that have prepared you for the role of Vice Principal or Principal in the Durham Catholic District School Board. Maximum one (1) page per experience.
SECTION FOUR Pastoral Reference	Attach a Pastoral Reference for a Leadership Position. NOTE: An extension for submission will be provided, if required.
SECTION FIVE Professional References	Attach three (3) professional references with written authorization to contact them. <i>One of the professional references must be from a Principal you have worked with in the last two (2) years.</i> Note: Additional references maybe required or completed.
SECTION SIX Professional Certificates	Attach copies of your current Ontario College of Teachers' Certificate and your PQP certifications.
SECTION SEVEN Employee Declaration: I have discussed my application with my Principal.	Employee Signature: