External Superintendent of Education Candidate Quick Reference Guide(QRG): Pre-Application Process

This Quick Reference Guide (QRG) lists the steps to support external Superintendent of Education Candidates in completing the Pre-Application Process.

An overview of the steps of the pre-application process for candidates are as follows:

- Create an account and log in to *BetterEducate* platform
- Access Candidate dashboard
- Engage with YRDSB Leadership Framework for Supervisory Officers through the Leadership Self Assessment tool
- Create your "My Leadership Profile"
- Download your "My Leadership Profile" and save to your personal device
- Upload your "My Leadership Profile" to **Apply to Education** under additional documents, following steps listed in *Stage One: Application to Posting through Apply to Education (ATE)*

Detailed steps can be found below:

1. Select the following link to create an account and log in to BetterEducate platform
   https://bettereducate.com/yrdsb_application

2. Select the tile " ".

3. Create a username and password by completing the required fields and select **Sign Up**.

4. When you log in, you will see a dashboard with three tiles: **YRDSB Leadership Framework for Supervisory Officers 2020**, **Self Assessment** and **My Leadership Profile**.
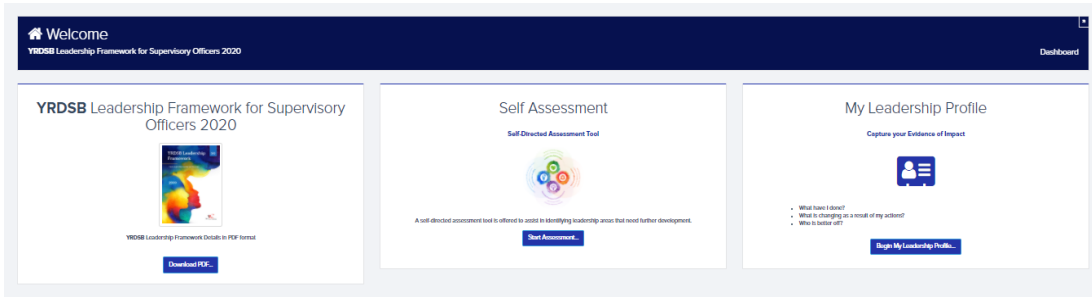
5. Access and review the **YRDSB Leadership Framework for Supervisory Officers 2020**.
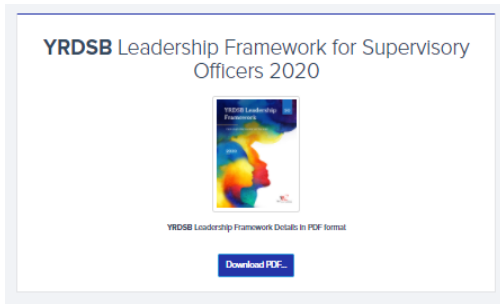
6. Access the **Self Assessment** tile to begin your self assessment. Completing the Self Assessment is not mandatory for the application process; however, you may find completing the self-assessment will support greater understanding of the YRDSB Leadership Framework for Supervisory Officers.
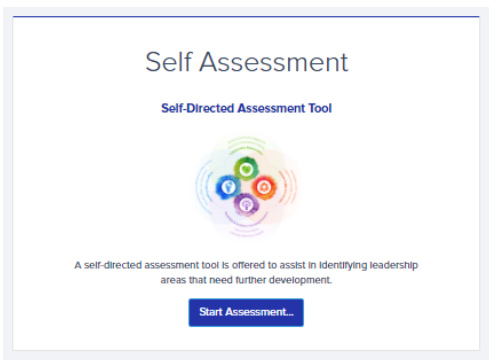

7. Label your Self-Assessment ex "Leadership" and select **NEXT.**

8. Select each domain to drop down to each competency to begin your self assessment. As you consider each *Action for Leader* described in the Self Assessment Tool, ask yourself to what extent you demonstrated each leadership action. Select the most suitable response rated 1 to 4.

9. As you select each competency, you will see an **Add Notes** button at the top right for you to capture your thoughts as you move through each domain and competency, if you wish.
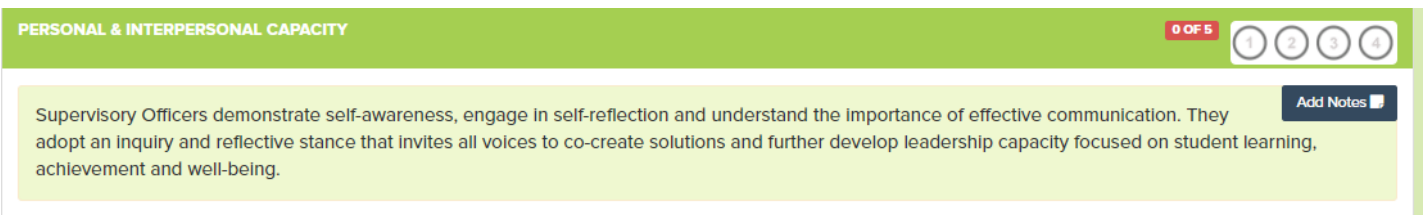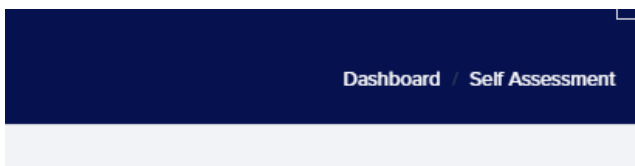

10. Repeat above for each domain and competency. As you complete, your responses are auto-saved.
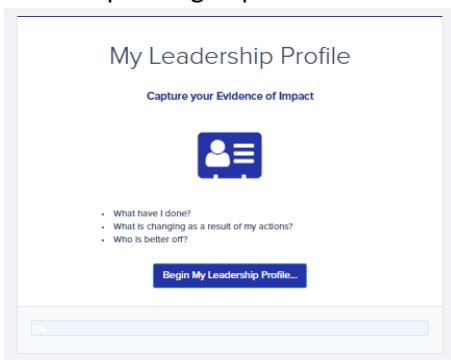
11. Once completed, you can view a **Summary** and/or **Print** found top right of self-assessment screen. You can edit this self-assessment anytime or **Delete** and start again.

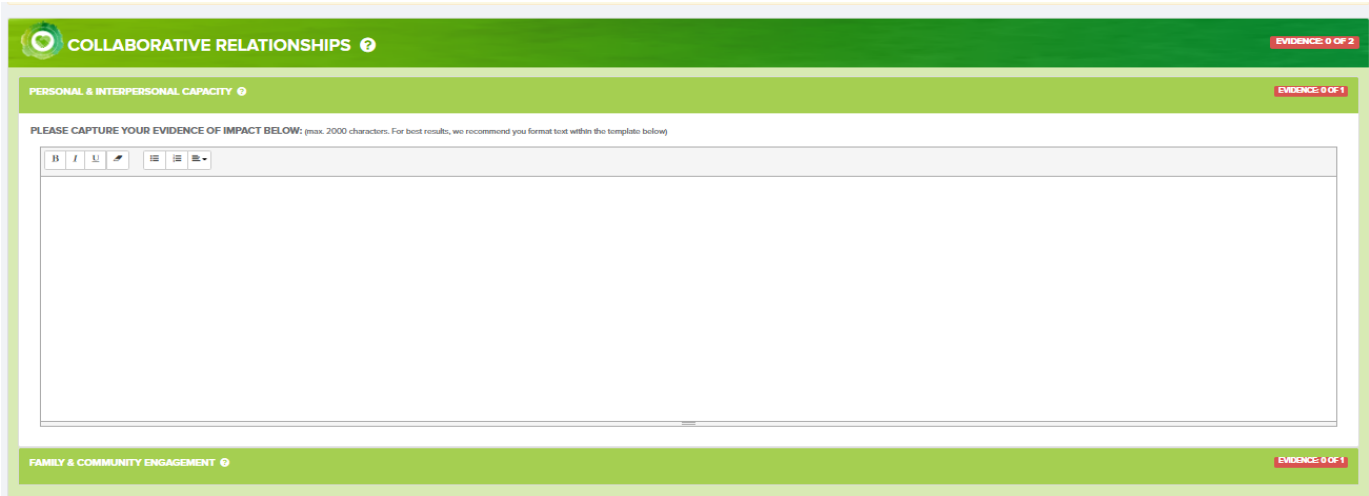12. Return to dashboard by selecting **Dashboard** found top right of page.

13. Access the **My Leadership Profile** tile to capture evidence of your leadership and its corresponding impact.

14. Label your **My Leadership Profile** and **Save**. The **Save** button becomes visible after you label and apply a year.

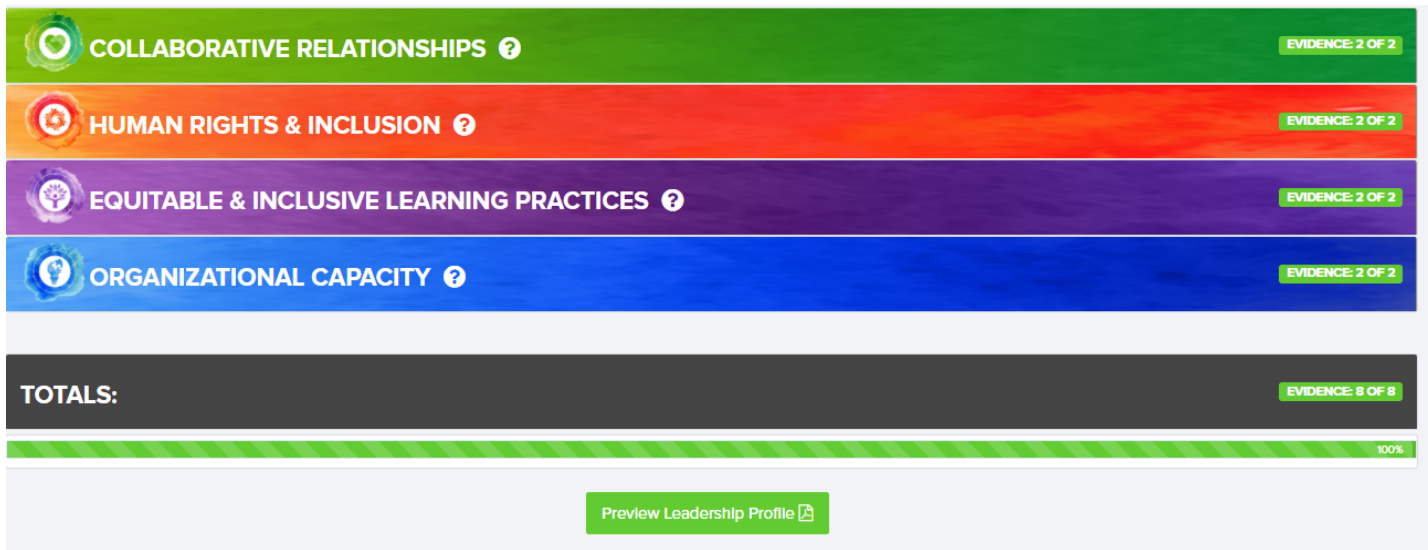Label your Leadership Profile   Label...   Year   2021 ˅

15. Drop down each competency to capture evidence of your leadership and its corresponding impact. Descriptions for each domain and competency can be viewed by hovering over the question mark icon. As you add your responses, you will notice a **SAVE** button appears at the bottom of the text box. Select to save what you have written. You may revise your responses anytime. (**Important Note:** there is a maximum of 2000 characters per competency. It is important to have a copy of your document saved elsewhere to avoid any unforeseen technical issues. Also if you go over 2000 characters, text will be cut off and the document will not print correctly.)

COLLABORATIVE RELATIONSHIPS ❓   EVIDENCE: 0 OF 2

PERSONAL & INTERPERSONAL CAPACITY ❓   EVIDENCE: 0 OF 1

PLEASE CAPTURE YOUR EVIDENCE OF IMPACT BELOW: (max. 2000 characters. For best results, we recommend you format text within the template below)

B I U ✏   ☰ ☰ ☰▾

**FAMILY & COMMUNITY ENGAGEMENT** ❓   EVIDENCE: 0 OF 1

16. Important items to note while populating the **My Leadership Profile** template:
- You have a max of 2000 characters per competency textbox
- If you go over the 2000 characters, your template will not print correctly and characters will be cut off
- You may notice some fonts in one textbox are larger or smaller than another text box. This is because your character count may differ. This is understood by selection committee members.
- Formatting items with bold and italics, for example, is best done within the template.
- Save your content in your text box regularly.
- Also have a saved copy of your work elsewhere in case you experience any technical difficulties

17. Once you have completed your "My Leadership Profile", select **Preview Leadership Profile.**

COLLABORATIVE RELATIONSHIPS ❓   EVIDENCE: 2 OF 2

HUMAN RIGHTS & INCLUSION ❓   EVIDENCE: 2 OF 2

EQUITABLE & INCLUSIVE LEARNING PRACTICES ❓   EVIDENCE: 2 OF 2

ORGANIZATIONAL CAPACITY ❓   EVIDENCE: 2 OF 2

TOTALS: EVIDENCE: 8 OF 8

100%

Preview Leadership Profile 📄

18. Once you select **Preview Leadership Profile,** you can download the document to your own device by selecting the arrow down icon at the top right of the screen.
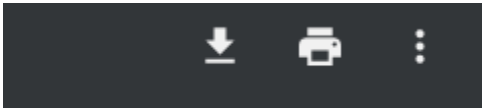
19. You can also download your completed **Leadership Profile** by selecting **Print** found at top right of the screen

Label your Leadership Profile   SO Application   **Year** 2021 ⌄   Print 🖶   Delete ✖
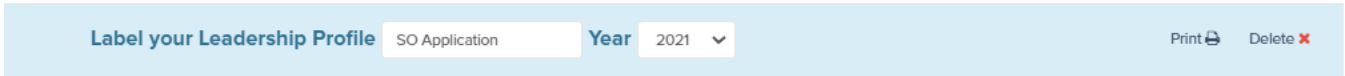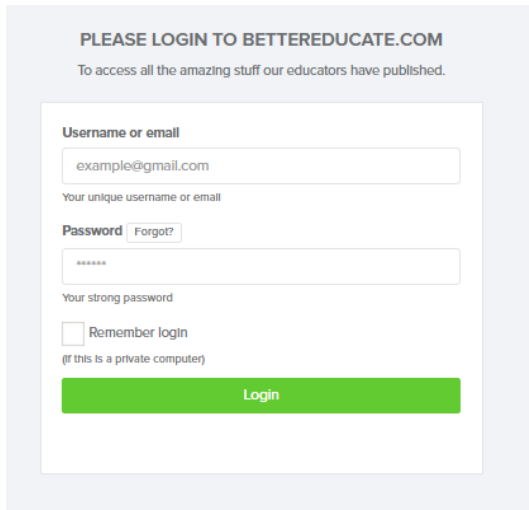
20. Please be sure to save your downloaded Leadership Profile to your own device as you will be uploading this to **Apply to Education (ATE)** under additional documents, following steps listed in *Stage One: Application to Posting through Apply to Education (ATE).*

21. To log out of BetterEducate, select the profile icon found on the top right of the screen.

22.To log back in to BetterEducate, go to https://bettereducate.com/yrdsb , select **log in** and then you will be prompted to enter your **user name** and **password**.

PLEASE LOGIN TO BETTEREDUCATE.COM
To access all the amazing stuff our educators have published.

Username or email

example@gmail.com

Your unique username or email

Password Forgot?

******

Your strong password

☐ Remember login
(if this is a private computer)

Login

If you have any questions or need assistance navigating the platform, please contact
tina.wieringa@yrdsb.ca