



External School Administrator Candidate Quick Reference Guide(QRG): Pre-Application Process

This Quick Reference Guide (QRG) lists the steps to support external School Administrator (Principal or Vice-Principal) candidates in completing the Pre-Application Process.

An overview of the steps of the pre-application process for School Administrator candidates is provided below:

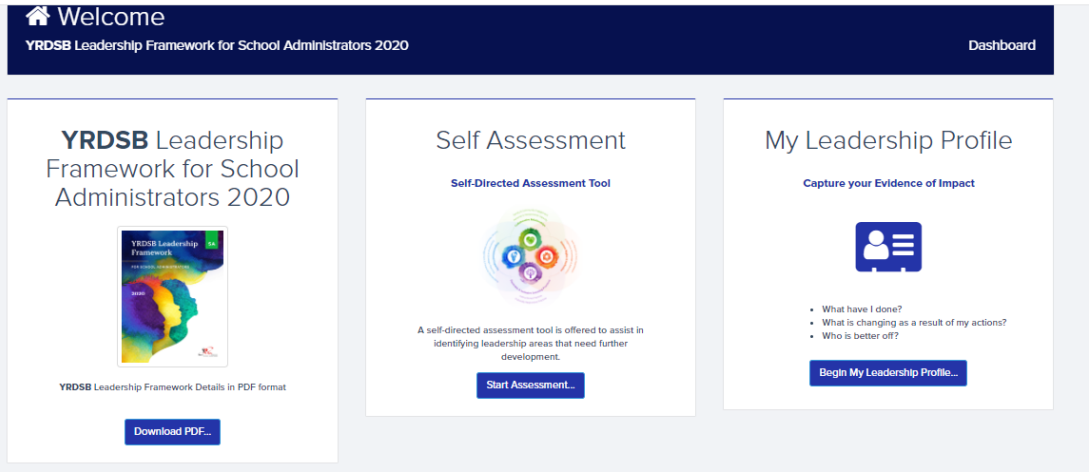
- Create an account and log in to **BetterEducate** platform
- Access School Administrator Candidate dashboard
- Engage with YRDSB Leadership Framework for School Administrators through the Leadership Self Assessment tool
- Create your “My Leadership Profile”
- Download your “My Leadership Profile” and save to your personal device
- Upload your “My Leadership Profile” to **Apply to Education** under the resume section by following steps listed in *Stage One: Application to Posting through Apply to Education (ATE)*

Detailed steps can be found below:

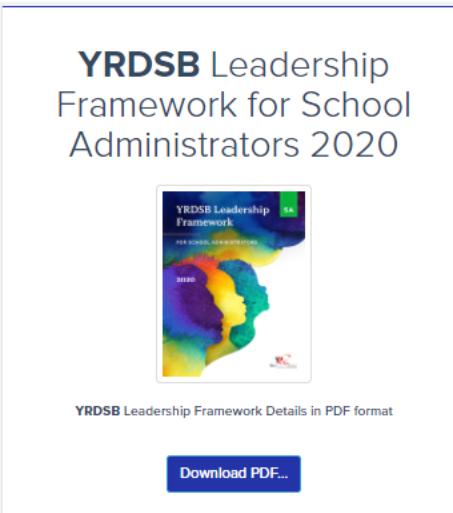
1. Select the following link to create an account and log in to BetterEducate platform
https://bettereducate.com/yrdsb_application
2. Select the tile “ School Administrator”.

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

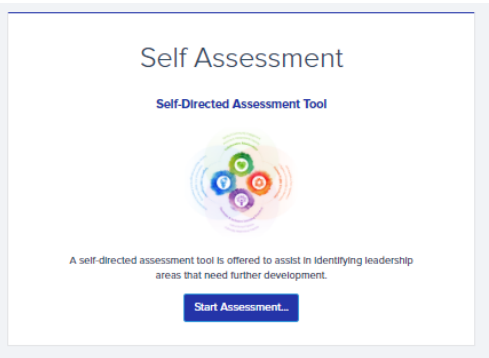
4. When you log in, you will see a dashboard with three tiles: **YRDSB Leadership Framework for School Administrators 2020**, **Self Assessment** and **My Leadership Profile**.



5. Access and review the **YRDSB Leadership Framework for School Administrators 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 School Administrators.



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



Label your Self Assessment Year [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.

COMPETENCY 1 - PERSONAL & INTERPERSONAL CAPACITY ASSESSMENT: 0 OF 5 1 2 3 4

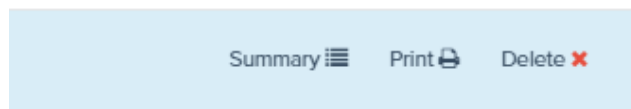
School Administrators demonstrate self-awareness, engage in self-reflection, and understand the importance of effective communication. They adopt an inquiry and reflective stance that invites all voices to co-create solutions and further develop leadership capacity focused on student and staff success and well-being. [Add Notes](#)

Action Statements	Personal Capacity: Leaders are self-aware and exercise self-regulation and self-reflection while recognizing how their identities, personal assumptions, and biases influence leadership.
Reflective Questions	<ul style="list-style-type: none">What are your assumptions and personal biases that influence your leadership?How does your intersecting social identities influence your leadership?How do you mitigate the power of your positional authority when relating with your students, staff, and community?How do you maintain calm and confident in the face of challenging problems?

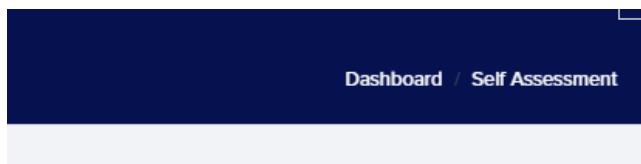
1 2 3 4

10. Repeat above for each domain and competency. As you complete, your responses are auto-saved.

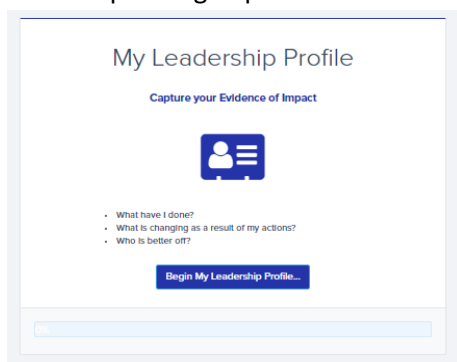
11. Once completed, you can view a **Summary** and/or **Print** found top right of self-assessment screen. You can edit this self-assessment anytime or **Delete** and start again.



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



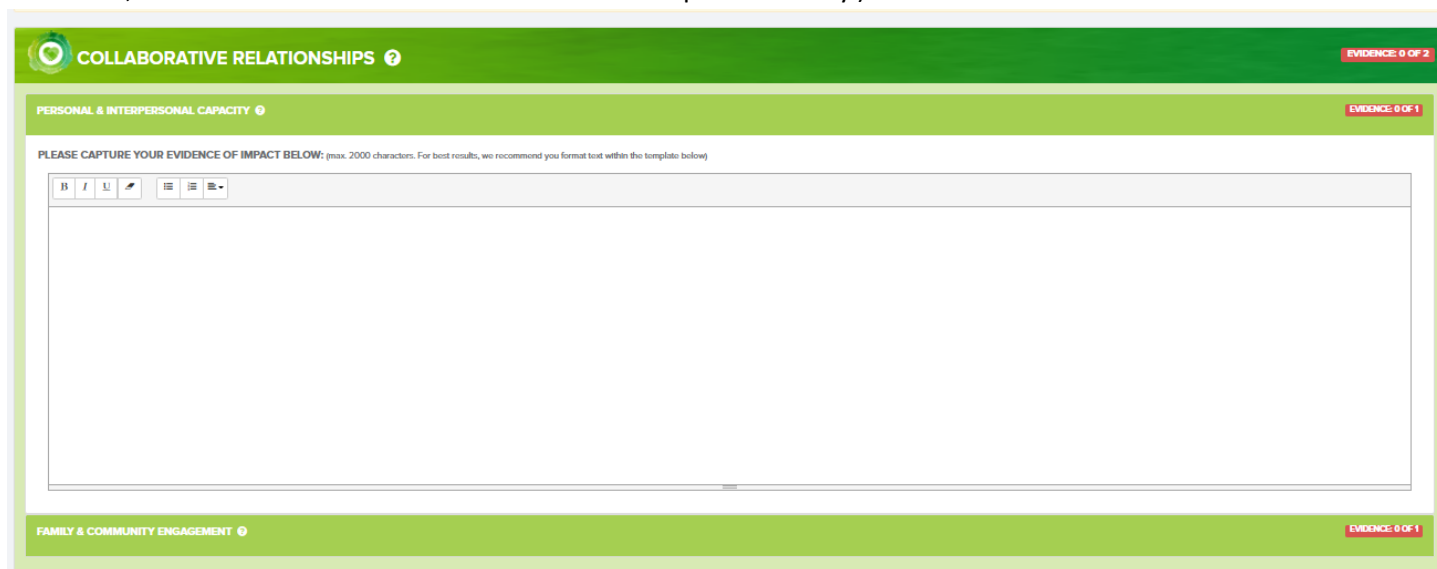
13. Access the **My Leadership Profile** tile to capture evidence of your leadership and its corresponding impact.



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



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 any time. (Important Note: there is a maximum of 3000 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 3000 characters, text will be cut off and the document will not print correctly.)



16. Important items to note while populating the **My Leadership Profile** template:

- You have a max of 3000 characters per competency textbox
- If you go over the 3000 characters, your template will not print correctly and characters will be cut off
- You may notice the font in one textbox is 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

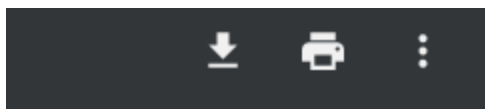
ORGANIZATIONAL CAPACITY ? EVIDENCE: 2 OF 2

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

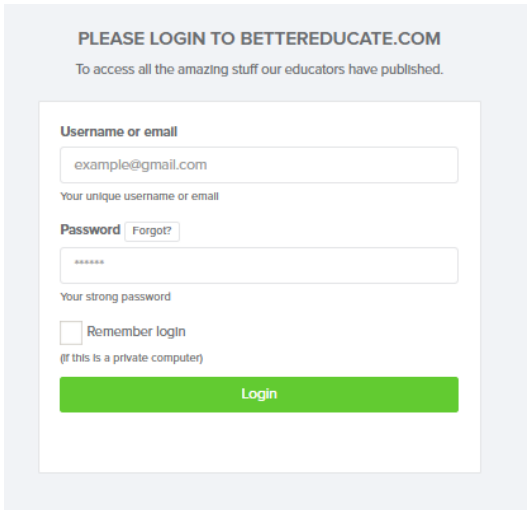
Label your Leadership Profile application Year 2021 Save Print Delete

20. Please be sure to save your downloaded **Leadership Profile** to your own device as you will be uploading this to the resume section of **Apply to Education (ATE)** following steps listed in *Stage One: Application to Posting through Apply to Education (ATE)*.

21. To log out of BetterEducate, select the drop down arrow beside the profile icon found on the top right of the screen and select “Log Out”.



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

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 leadership.development.engagement@yrdsb.ca