



PROFESSIONAL PORTFOLIO

To be submitted as application for positions of added responsibility:

Supervisor, Deputy Director, Executive Director



Purpose:

Candidates involved in the selection process for positions of added responsibility have several opportunities to present themselves to the selection committee. One opportunity is through a portfolio, which is a collection of evidence that creates a picture of you, the candidate including documented experiences and accomplishments, reflections and statements of your guiding visions and practice, and the impressions of others who have worked with and observed you in action. The portfolio is reviewed in relation to our preferred set of qualifications for the role. It offers an opportunity for you, the candidate to provide convincing evidence to suggest that you have a clear understanding of the expectations and responsibilities of the role and is ready for an important leadership position.

A fair, equitable and transparent selection process will offer you a consistent method for presenting your evidence. As such, everyone is expected to submit a portfolio that conforms to the framework described below.

Required elements:

- Label
- Section One - Freedom of Information and Protection of Privacy Form.
- Section Two: References
- Section Three:
 - Resume
 - College of ECE's registration number
 - Copy of valid Standard First Aid - including Infant CPR
 - Original copy of Vulnerable Sector Check or receipt of application for new one. * Must be dated no earlier than 3 months previous.
- Section Four: Leadership Questions
- Section Five: Professional Learning
- Section Six: Submit

I acknowledge that all the required items listed above are included in this application package.

Applicants signature

Date

Instructions for submission:

Portfolios are to be submitted electronically by the due date, to: Hiring Committee at jhcc@bellnet.ca

Label

Please ensure that this is on the cover page of the portfolio being submitted:

Name: _____

Email address: _____

Position applying for:

- Supervisor
- Deputy Director
- Executive Director

Contact phone number: _____

Date of submission: _____

Section 1: Freedom of Information and Protection of Privacy

Applicants should be aware of the following:

The information being gathered through the portfolio, references and interview is collected as part of the hiring process.

We may contact any or all stated references, after an interview takes place.

The information obtained will be used to determine the suitability of the candidate for the posted position.

Following the completion of the selection process, one copy of all material submitted for use by the hiring committee, will be maintained for 90 days. After 90 days the material will be shredded.

*If you would like your portfolio to be kept on file with JHCCC to be considered for future postings that may occur up to two years from this posting date, please initial here: _____

Note: You must complete this form before proceeding with the process.

I, _____ consent to the information to be viewed by the hiring and selection committee and for the disclosure of information from all references as part of the selection process for the posted job.

Signature of Applicant

Date

Section Two: References

Please submit 3 references who can speak with knowledge pertaining to your professional capabilities and suitability for this posting. References will only be contacted after the interview process has been completed.

All references require:

Name

Place of employment

Phone number

Email

Optional: Written letters of reference are acceptable, provided they include the reference person's contact information.

Section Three: Resume

The candidate will demonstrate commitment to lifelong professional growth and development by documenting their professional experiences and providing their resume. Please ensure that the resume includes:

1. Educational background
2. Employment experience
3. List of qualifications
4. Skills and qualities pertinent to the position
5. Other if applicable

Insert College of ECE's registration number, copy of valid Standard First Aid certificate including Infant CPR, and valid Vulnerable Sector Check or receipt of application for new one.

Section Four: Leadership Questions

Please limit your responses to 500 words per question.

1. Describe your personal vision of leadership related to the position for which you are applying. How do you feel this aligns with the Jacob Hespeler Child Care organization?
2. Please write about an initiative that demonstrates your capabilities as a leader to provide mentorship in your workplace for a target group (ie., employees, families, governing body). Your answer should indicate how your actions led to a desired outcome.
3. Describe a situation where working within the constraints of a budget you have ensured the financial viability of your program / centre / departments operating objectives. Explain the actions and procedures that you took in order to achieve the desired outcomes.

Section Five: Professional Learning

Please limit your responses to 500 words.

Submit a list of professional learning activities that you have completed in the last three years. Choose two of the professional learning activities and describe why you chose to attend them and demonstrate how the knowledge gained was applied, expanded upon, or enabled you to consider new approaches and ways of thinking about your work.

Portfolio is complete: Please submit to: jhcc@bellnet.ca
Attention: Hiring Committee

Thank you for applying for this leadership opportunity within Jacob Hespeler Child Care Centre. Only those selected for an interview will be contacted.