



# MEMORANDUM

**TO:** All Principals, Vice-Principals

**cc:** School Council Chairs  
Superintendents of Education  
Administrative Assistants to Superintendents

**FROM:** Tod Dungey, Associate Director of Education, Schools and Leadership  
Tania Sterling, Superintendent of Education, Leadership Development & Engagement

**DATE:** September 29, 2022

**SUBJECT:** School Council Principal Profiles

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This memo outlines the expectations for the development and update of Principal Profiles each year as outlined on the Ministry of Education webpage, [School Councils: A Guide for Members](#).

As suggested in Section 3 of the downloadable [Guide](#), “School councils might find it useful to review the current school profile in conjunction with the principal profile samples (provided in the Guidelines). This approach would help council members select the most important attributes that a principal or vice-principal should have in order to meet the identified needs of the schools. The attributes selected could then be listed in bullet point form, as shown in “Principal Profile: Sample 3”, on Page 3.18.”

There are three sample Principal Profile templates included in the Guide (pp. 3.11-3.18) that may help in determining the wishes of your School Council and community with regard to the Principal Profile for your school. Please work together with your School Council membership on the 2022-2023 update of the Principal Profile for your school.

Please note that while we recognize that our [YRDSB School Council Handbook](#) is to undergo an update, please continue to utilize it as a resource in support of your School Council.

**Action:** Please submit your school’s updated Principal Profile to your Superintendent of Education by December 1, 2022.

Thank you for your cooperation. If you have any questions, please contact [Leadership.Development.Engagement@yrdsb.ca](mailto:Leadership.Development.Engagement@yrdsb.ca)