

Principal / Vice-Principal Eligibility Pool

(INTERNAL & EXTERNAL POSTING)

The Peterborough Victoria Northumberland and Clarington Catholic District School Board is seeking exemplary and innovative leaders for our Principal/Vice Principal Eligibility Pool at the elementary and secondary levels. Successful candidates will become an integral part of the leadership in our schools, and have responsibility for advancing the board's vision of **Achieving Excellence in Catholic Education – Learn • Lead • Serve**.

Successful candidates will be able to demonstrate that they have personal leadership resources and leadership practices found in the Ontario Catholic School Level Leadership Framework; can promote student achievement; can lead professional learning communities; and are dedicated to ensuring that all of our students are successful in achieving the Ontario Catholic Graduate Expectations.

We offer competitive salaries, participation in a benefit plan, and attractive opportunities for advancement and excellent professional growth.

REQUIREMENTS

- Ontario School Principal's Qualifications Part I and Part II as per Ontario Regulation 176/10 (Teachers' Qualifications) and Ontario College of Teachers Act;
- Candidates currently enrolled in the PQP and are within two years of completion may apply, and, be considered for the position in accordance with Ontario Regulation 298;
- Minimum of five years of successful permanent teaching in the province of Ontario in at least two divisions;
- Demonstrate classroom or administration excellence as indicated through performance appraisals;
- Hold two Specialists or a Master's Degree;
- Religious Education Part 1 AQ as minimum;
- Demonstrate active participation in their Catholic parish faith community;
- Demonstrated leadership experience in instruction and assessment;
- School-based or system-based leadership experience;
- Understands the principles of adult learning, collaboration, facilitation and effective presentations.
- Internal applicants will have successfully completed three sessions of PVNC's Catholic Leadership Development Series and one year of the Aspiring Leaders Program;
- External applicants must have successfully completed an equivalent leadership program from their Boards;
- Candidates for the positions of Principal will have Vice-Principal leadership experience.

Note: External candidates offered employment with the PVNC Board must participate in the "Aspiring Leaders" program during their first year with PVNC.

APPLICATION PACKAGE

1. Please submit the following documents:

- Cover letter (which indicates preference for Elementary or Secondary panel)
- Résumé
- Confidential Catholic Pastoral Reference for Leadership (available on Careers section of Board website)
- Catholic Philosophy of Education statement
- Most recent Teacher or Vice-Principal Performance Appraisal
- Current Ontario Teaching Certificate
- Three (3) professional references with current contact information

- Professional portfolio (may be submitted in electronic or hard copy format and will be returned for interviews)

2. Principal Recommendation Form

(available on Careers section of Board website)

This form is to be completed by your current Principal and submitted by the Principal directly to Stephen O'Sullivan, Superintendent (see below) in a sealed envelope, or electronically by email **no later than 9:00 a.m., Monday, March 1, 2021**.

IMPORTANT DATES (Subject to Change)

PRINCIPAL/VICE-PRINCIPAL RECRUITMENT PROCESS

Feb. 12, 2021	Principal/Vice-Principal Eligibility Pool posted
Feb. 17, 2021	Principal/Vice-Principal Application Information Session from 4:00-4:30 p.m. (Attendance required if not previously attended for internal candidates. External candidates are welcome). A google meet invitation will be sent to those who register.
Mar. 1, 2021	Principal/Vice-Principal Job Posting Closes
Mar. 1 - 5, 2021	Senior Administration Reviews Applications
Mar. 8 - 11, 2021	Step 1 – Electronic Sparkhire Interview
Mar. 22 & Apr. 1, 2021	Step 2 – Panel Interview with Senior Administration Catholic Education Centre or Virtual TBD
Apr. 6 - 16, 2021	Job Shadowing
April, 2021	Senior Administration communicates with all candidates regarding pool eligibility
As needed	Promotions and placements determined
As needed	Communication regarding principal and vice-principal promotions and placements

Please submit your application electronically, either through [ApplytoEducation](#) or by email no later than 9:00 am, Monday, March 1, 2021 to:

Stephen O'Sullivan
Superintendent of Learning, Leadership & Human Resource Services
Peterborough Victoria Northumberland and Clarington Catholic District School Board
1355 Lansdowne Street West, Peterborough, ON K9J 7M3
Email: sosullivan@pvncdsb.on.ca

For more information about us please visit our website at: www.pvncdsb.on.ca

PVNCDSB is committed to achieving excellence in Catholic education. We leverage our inclusive organizational culture to further build upon our dynamic and diverse workforce, reflective of the communities we serve. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code (OHRC), PVNCDSB will work collaboratively and respectfully with you in all stages of the recruitment process and throughout your employment. For further information about what accommodation and accessibility look like at PVNCDSB please refer to our [website](#). If you require accommodation at any stage of the hiring process, please contact our Recruitment Officer at 705-748-4861 ext. 1212 or email jebrown@pvncdsb.on.ca.

Only those candidates selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, the personal provided is collected in the Education Act and will be used to determine eligibility for employment.

Vision

Achieving Excellence in Catholic Education

LEARN • LEAD • SERVE

David Bernier
BOARD CHAIRPERSON



Peterborough Victoria
Northumberland and Clarington
Catholic District School Board

Joan Carragher
DIRECTOR OF EDUCATION