



Principal / Vice-Principal Eligibility Pool

INTERNAL & EXTERNAL POSTING – OCTOBER 11, 2022

The Peterborough Victoria Northumberland and Clarington Catholic District School Board (PVNCCDSB) is seeking exemplary and innovative leaders for our Principal/Vice Principal Eligibility Pool at the elementary and secondary levels. We are committed to creating a school board that reflects the diverse communities we serve and to ensure an equitable and inclusive work environment. We especially welcome applications from individuals who would contribute to the further diversification of our staff, including but not limited to, those who self-identify as visible minorities, persons with disabilities, racialized women, African, Black, Caribbean and Aboriginal. You are invited to voluntarily indicate in your cover letter if you identify as one or more of the aforementioned communities. This information will be kept confidential.

PVNCCDSB recognizes that, consistent with the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), the Ontario Human Rights Code and the Canadian Charter of Rights and Freedoms, employment practices and procedures at all levels should reflect, demonstrate understanding of, and respond to a diverse population. In our efforts to ensure an inclusive, diverse and representative workforce, we will value, promote and encourage the hiring of staff from under-represented communities. Successful candidates will become an integral part of the leadership in our schools, and have responsibility for advancing the board's vision and mission. 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. Successful candidates will also be expected to build partnerships and engage with Black, Indigenous and racialized communities; provide culturally responsive supports to employees, students and families; and identify and respond to systemic barriers that Black, Indigenous and racialized employees, students and families face within the school community. 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 PVNCCDSB'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.
- Leading projects and initiatives on anti-racism and equitable and inclusive education is an asset.

- 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, November 14, 2022.**

IMPORTANT DATES (Subject to Change) PRINCIPAL / VICE-PRINCIPAL RECRUITMENT PROCESS

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| October 11, 2022 | Principal/Vice-Principal Eligibility Pool posted |
| November 2, 2022 | Applicant Information Night |
| November 14, 2022 | Principal/Vice-Principal Eligibility Pool Posting Closes |
| November, 2022 | Senior Administration Reviews Applications |
| November, 2022 | Step 1 – Electronic Sparkhire Interview |
| December, 2022 | Step 2 – Panel Interview with Senior Administration – Catholic Education Centre |
| December, 2022 to January, 2023 | 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 a.m. Monday, November 14, 2022** 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.pvnccdsb.on.ca

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

PVNCCDSB is committed to creating an accessible and inclusive workplace. 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), we 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 PVNCCDSB please refer to our website. If you require accommodation at any stage of the hiring process, please contact our Human Resources 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 information provided is collected in the Education Act and will be used to determine eligibility for employment.

Vision

Creating a culture of faith, hope and love to ensure equity and well-being.

Braden Leal
BOARD CHAIRPERSON



Peterborough Victoria
Northumberland and Clarington
Catholic District School Board

Joan Carragher
DIRECTOR OF EDUCATION



being **CREATIVE**



being **WELL**



being **COMMUNITY**