

## **JOB OPPORTUNITY ELEMENTARY SCHOOL VICE-PRINCIPAL POOL**

**COMPETITION #:** PVP16-2025-26  
**POSTING DATE:** Monday, July 13, 2026  
**CLOSING DATE:** Monday, August 10, 2026  
**LOCATION:** Catholic Education Centre  
**SALARY RANGE:** \$ 129,649.00 - \$ 140,482.00

### **BASIC QUALIFICATIONS:**

- Five (5) years successful teaching experience
- Teaching experience of two (2) divisions and/or specialized areas within school system
- Certificate of Qualification and Registration in good standing from the Ontario College of Teachers (OCT)
- Master of Education or equivalent (preferred)
- Special Education, Part 1 (preferred)
- Addressing Anti-Black Racism to Change Pedagogy and Practice, Part 1 or equivalent (preferred)
- Completed Principal's qualifications according to Regulation 298: Section 9 (Principal's Certificate Part I and Part II or equivalent) prior to beginning assignment
- Completed O.C.S.T.A./O.E.C.T.A. Religious Education course, Part 2 with a commitment to complete Specialist or equivalency (i.e., Master of Religious Education)
- Completed Modules I & II of the Board's current [Catholic Leadership Program](#) or equivalent
- Committed to, or completion of, the Board's Equity and Inclusion Training, Part 1 (or equivalent), with a commitment to complete Part 2 within the first year of appointment
- Recommendation current supervising Superintendent of Education

### **OTHER QUALIFYING EXPERIENCE:**

- Strong commitment to concept of Catholic School Community
- Academic and professional qualifications beyond the basic requirements
- Assistant to Principal/Acting Principal, Acting Vice-Principal, Consultant
- Demonstrated experience in identifying and addressing systemic barriers to equitable educational outcomes for all students
- Demonstrated experience in creating safe, inclusive, equitable, learning environments that are free from discrimination
- Demonstrated servant leadership management style
- Involvement in Special Education programs and curriculum development, implementation, assessment and evaluation
- On-going participation in their own professional learning program
- Positive interpersonal relationships with staff, students, parents and other members of the school community

**DOCUMENTATION REQUIRED:**

- An updated résumé and cover letter A copy of the OCT Certificate of Qualification
- Proof of completion of Catholic Leadership Program (i.e., Program Certificate or equivalent)
- Proof of completion of Equity and Inclusion Training (i.e., Program Certificate or equivalent)
- [Completed Leadership Candidate Profile for Principals and Vice-Principals](#) including signatures from the current Supervisor and current supervising Superintendent.
- [Pastoral Reference for a Leadership Position in Catholic Education](#) (dated within the last twelve months)
- Two letters of professional reference

A complete application package along with your resume and other supporting documents must be submitted through

Apply to Education – [www.applytoeducation.com](http://www.applytoeducation.com) by

**August 10, 2026 at 4:30 PM**

Date of Release: July 13, 2026

Job Category: Teacher, Principal, Superintendent

**Job Code: 4051287**

**Human Resources Services**

Halton Catholic District School Board

802 Drury Lane, Burlington, Ontario L7R 4L3

**Email:** [figueiredoa@hcdsb.org](mailto:figueiredoa@hcdsb.org)

We actively encourage applications from members of groups with historical and/or current barriers to equity including, but not limited to: First Nations, Métis and Inuit peoples, and all other Indigenous peoples; members of groups that commonly experience discrimination due to race, ancestry, colour or place of origin; persons with visible and/or invisible (physical and/or mental) disabilities.

The Halton Catholic District School Board provides accommodations throughout the recruitment process to applicants with disabilities. If you are selected to participate in our recruitment process and require accommodation, please inform Human Resources Services staff of any accommodation you require. Information received relating to accommodation needs of applicants will be addressed confidentially.