



**WINDSOR-ESSEX CATHOLIC
DISTRICT SCHOOL BOARD
HUMAN RESOURCES DEPARTMENT**

1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: Fulvio Valentinis
DIRECTOR OF EDUCATION: Terry Lyons
Telephone: (519) 253-2481 FAX: (519) 253-3198

THE WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD

Invites Applications for the Hiring Pool of
SECONDARY PRINCIPAL AND VICE-PRINCIPAL ELIGIBILITY ROSTER
(General Posting Only)

The Windsor-Essex Catholic District School Board is looking for aspiring leaders who possess the desire and dedication in building and sustaining dynamic learning environments within the faith-filled communities we serve. The Board invites individuals who possess: a commitment to our Catholic faith, community and culture; exceptional interpersonal, collaborative and communication skills; the ability to lead instruction and monitor school effectiveness, a sound knowledge of and experience with the Ontario Curriculum; and strong leadership and team building skills.

Qualifications Required:

- Principal's Qualifications in accordance with the Education Act/Regulations
- OECTA/OSSTA Religious Education Course Part II or equivalent shall be required. Part III (Specialist) shall be considered an asset
- Enrolment or completion of the Board's Leadership Program or similar programs offered at district school boards would be considered an asset
- Completion of at least five (5) years teaching experience
- Demonstration of a system-wide perspective
- Pastoral Letter of Reference

The application package must include all the documents listed in Board Policy H:07, under article 4.3 of the Administrative Procedure: *Pr H:07 Selection Procedures for Principals and Vice Principals*¹.

Applicants registered in Part One of the Principals' Qualification Program will be considered.

Candidates are to submit their online applications on or before **4:00 p.m. on Friday, February 1, 2019** by visiting www.applytoeducation.com.

Accommodations for disabilities will be provided upon request to support participation in all aspects of the application process.

¹External candidates may choose to either submit a **Recommendation Form** as outlined in Administrative Procedure: Pr H:07 or elect to submit **three (3) letters of support** from current or recently retired professional references who can best attest to their ability to assume the role of school leader.

To help facilitate a better understanding of the Principal/Vice-Principal process, an **Information Session** will be held on **Monday, January 14th at 3:30 pm** at the Catholic Education Centre – St. John Paul II Room for interested applicants.

Terry Lyons
Director of Education

Dan Fister
Executive Superintendent of Innovation,
Experiential Learning & Leadership

January 7, 2019