



**DURHAM CATHOLIC  
DISTRICT SCHOOL BOARD**  
*Learning and Living in Faith*

## **CATHOLIC LEADERSHIP POSITIONS**

The Durham Catholic District School Board (DCDSB) is inviting applications from those interested in the following Catholic education leadership positions:

- Elementary Vice Principal
- Elementary Principal
- Secondary Vice Principal
- Secondary Principal

At DCDSB, fostering a culture of inclusion is a fundamental imperative. Acknowledging the diversity of our students, staff and community and ensuring that every member of our inclusive community is a valued contributor is a foundational pillar to our mission. The DCDSB invites and encourages applications from all qualified individuals, including those from groups that are traditionally underrepresented in employment, and candidates who self-identify as a member of a racialized/marginalized community, who may enhance equity and representation in our workforce.

All candidates for consideration must:

- hold a valid Certificate of Qualification from the Ontario College of Teachers (in good standing);
- have successfully completed or be in the process of completing Principal's Qualification Program (PQP), Part 1 for Vice Principal Candidates or, have successfully completed PQP Part 2 for Principal Candidates;
- have completed or be in the process of completing the Religious Education Specialist (Part 3) qualification; and
- have demonstrated exceptional professional teaching and leadership experience.

Additional qualifications in Special Education would be considered an asset.

All interested internal candidates are encouraged to contact their current Principal or Family of Schools Superintendent of Education to discuss their application, selection process and/or ask questions prior to submission.

External applicants should contact Jaime Sheepwash, Chief Human Resources Officer at [jaime.sheepwash@dcdsb.ca](mailto:jaime.sheepwash@dcdsb.ca) to discuss their application, selection process and/or ask questions prior to submission.

All interested candidates must:

- provide all required documentation as outlined below, in one electronic file via e-mail to May Prabu [may.prabu@dcdsb.ca](mailto:may.prabu@dcdsb.ca) **no later than 9:00 am on Monday, September 9, 2024:**
  - Cover Letter (maximum 1 page) specifying panel and Curriculum Vitae (maximum 2 pages)
  - Philosophy of Catholic Education as it relates to your role as a Catholic Administrator/Leader (maximum 1 page)
  - Three professional references, including current and prior supervisors, and authorization to contact them as part of the interview process
  - Current [DCDSB Pastoral Reference](#) for Leadership Position Form (dated within 1 year of application)
  - Professional Certificates (OCT certificate; PQP certificate/proof of enrolment if not reflected on OCT)

Shortlisted candidates will be required to attend an interview, which may include a written exercise and presentation, during the week of September 16, 2024 to September 20, 2024 at the DCDSB Catholic Education Centre (CEC). Applicants who have applied previously are encouraged to wait twelve (12) months before reapplying.

Successful applicants will be added to the leadership roster for a period of two (2) years. Vacancies will be filled by administrative appointment from the roster. Any applicant approved to the leadership roster and not assigned to a vacancy within two years will be asked to reapply.

Only those applicants who have been selected for an interview will be contacted. We thank you in advance for your interest.

To learn more about the DCDSB, please visit the [DCDSB website](#).

JS:mp

Pursuant to the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), accommodations will be provided to applicants to enable equitable participation in the recruitment process. If you require accommodation throughout the application process, please contact May Prabu, Executive Administrative Assistant at [may.prabu@dcdsb.ca](mailto:may.prabu@dcdsb.ca) prior to the posting closing date so that accommodations can be made.