



**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 Principal
- Elementary Vice 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.

Qualifications

Principal:

- hold a valid Certificate of Qualification from the Ontario College of Teachers (in good standing);
- have successfully completed PQP Part 2;
- have completed or be in the process of completing the Religious Education Specialist (Part 3) additional qualification;
- have demonstrated exceptional professional teaching and leadership experience;
- additional qualifications in Special Education would be considered an asset; and
- system-based leadership experience would be considered an asset.

Vice-Principal:

- 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;
- have completed Religious Education Part 1 additional qualification;
- have demonstrated exceptional professional teaching and leadership experience;
- additional qualifications in Special Education would be considered an asset; and
- school-based or system-based leadership experience 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 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 at may.prabu@dcdsb.ca **no later than 4:00 pm on Friday, November 7, 2025:**

- Cover Letter specifying position applying for
- Resume
- Philosophy of Catholic Education as it relates to your role as a Catholic Administrator/Leader (maximum 1 page)
- Professional Certificates (OCT certificate; PQP certificate/proof of enrolment if not reflected on OCT)
- Current [DCDSB Pastoral Reference for Leadership Position Form](#) (dated within 1 year of application)
- Three (3) professional references, including current and prior supervisors, and authorization to contact them as part of the interview process

Shortlisted candidates will be required to attend an interview, which may include a written exercise and presentation, either the week of November 10, 2025 or the week of November 17, 2025, 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 may 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](#).