



**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;
- Secondary Vice Principal

All candidates for consideration must:

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

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 interested candidates must also:

- contact their Family of Schools Superintendent of Education to discuss their application, selection process and/or ask questions prior to submission
Note: external applicants should contact Gerard Winn, Superintendent of Human Resource Services at gerard.winn@dcdsb.ca
- provide all required documentation as outlined below, in one electronic file via e-mail to May Prabu may.prabu@dcdsb.ca **no later than 9:00 am on Friday, March 24th 2023:**
 - Cover Letter (maximum 1 page) 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 [Pastoral Reference for Leadership Position](#) (dated within 1 year of application)
 - Professional Certificates (OCT certificate; PQP certificate if not reflected on OCT)

Please note that interviews, which may include a written exercise and presentation, will be scheduled between April 17th to April 19th, 2023 at the DCDSB Catholic Education Centre (CEC). Selected candidates will be provided additional information with respect to the written and presentation components at time of contact.

Successful applicants will be added to the leadership roster for a two-year period. 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.

We thank you for your interest. Only those applicants who have been selected for an interview will be contacted and invited to participate in the interview process.

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

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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 prior to the posting closing date so that accommodations can be made.