



Job Posting Superintendent of Education

The Waterloo Catholic District School Board serves over 40,000 learners and provides services to students in 52 schools (Kindergarten to Grade 12 and adult learners) across the Waterloo Region.

The Board conducts intentional recruitment and selection as it seeks to achieve a state of greater equity for employees and students and to diversify its workforce.

All qualified applicants are welcome and encouraged to apply. Applicants may choose to indicate if they are from a group who has experienced racial or social discrimination. Self-identification data will be used as a consideration in this posting. Aggregate data will be stored anonymously to support improvements to the Board's hiring processes.

Reporting to the Director of Education/CEO, the successful candidate will assume responsibility for a variety of Kindergarten – Grade 12 portfolios and Family of Schools responsibilities and will be an integral part of the senior administrative team.

As a member of this team, the Superintendent of Education will:

- Provide exceptional leadership in service to all students and schools through the implementation of an inclusive program and the Board's mission, vision, values, and strategic directions.
- Build strong instructional leadership capacity and inspire staff and lead Principals to support and enhance excellence in education and faith formation.
- Lead all aspects of assigned portfolios, the supervision of staff and corresponding budgets
- Supervise schools within a Family of Schools model.
- Provide program analysis and development through the effective use of data, research skills and project management.
- Work successfully with principals, teachers, support staff, parents, students, and community partners in an environment of trust and respect.

The successful candidate must possess:

- Outstanding collaborative leadership skills demonstrated in a Catholic school district.
- Demonstrated expertise in instructional leadership, equity, student success, and special education.
- An understanding of the academic, corporate and operational functions of the work of a Catholic school board
- Superior interpersonal skills, exhibiting confidentiality, diplomacy, negotiation, conflict resolution, and issue-based problem-solving techniques
- The ability to enhance partnerships with the home, school, parish and community
- Supervisory Officer Qualifications, as specified by the Ministry of Education and Ontario College of Teachers, or be currently enrolled in the Supervisory Officer Qualifications Program.
- Ontario College of Teachers Certificate of Qualifications.
- Excellent communication and organizational skills and the ability to work in a fast-paced environment.
- Strong work ethic and exemplary personal leadership resources.
- Minimum five years of experience as an administrator.
- Must have a valid driver's license, access to a reliable vehicle, and be able to travel.
- A satisfactory Police Record Check



Qualified candidates who wish to be considered for this position must submit:

- Covering letter and detailed curriculum vitae
- A brief (one page) statement of your philosophy of Catholic Education
- Completed WCDSB Pastoral Reference dated within the last 12 months

<https://www.wcdsb.ca/careers/how-to-apply/>

- Three professional references. A minimum of two of the three references shall be written. One reference must be from the candidate's current supervisor.

Application Process:

Applicants are required to apply directly through Apply to Education at: <https://wcdsb.simplification.com>

Applytoeducation assistance, contact 1-877-900-5627 (Monday – Friday, 7:30 am – 7:00 pm EST.)

In the application process, identify your qualifications and abilities, such as relevant experience to perform the duties of this job. Include your resume, covering letter and diplomas/certificates in your application.

Incomplete applications may not be considered.

Detailed information on the application process can be found at: <https://www.wcdsb.ca/careers/how-to-apply/>

Applications will be accepted until **Wednesday, June 17th, 2026 at 4:00 pm**

Only those candidates selected for an interview will be notified. Interviews will take place on Thursday, June 25th, 2026.

To request this file in large print, please email aoda@wcdsb.ca. If you require a disability related accommodation to participate the recruitment process, please contact us at (519) 578-3677, ext. 2368 to discuss your needs under the Human Rights Code. Responses to inquiries will be provided within 72 hours.

At WCDSB, we are committed to respecting your privacy and will take appropriate measures to protect any personal information you may share with us through the job application process. All personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment. For more information about the Board's Records Information Management policy, please visit [Records Information Management - APC016](#).

For further information regarding the police record check and offence declaration requirement, please refer to [Police Record Checks and Offence Declaration for Board Employees - APS038](#).

