



Memorandum DRTR23-248

To: All Staff
From: Tracy Barill, Director of Education
Date: June 28, 2024
Re: **Superintendent of Education**

The Durham Catholic District School Board invites applications for the position of Superintendent of Education from exemplary, visionary and innovative Catholic leaders who demonstrate exceptional commitment to the principles of equity and the important mission and ministry of Catholic education.

The area served by the DCDSB is situated just east of Toronto, on the traditional lands of the Mississaugas of Scugog Island, in the diverse and growing Durham Region (Oshawa, Whitby, Ajax, Pickering and the townships of Uxbridge, Scugog and Brock).

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 DCDSB 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.

As a member of the Board's Senior Administrative Team, reporting to the Director of Education, successful candidates will work in collaboration with the Senior

Administrative Team and staff across the system to advance the Board's Mission: "to be an inclusive Catholic learning community that inspires every student to achieve their full potential through faith and education", and oversee the operations of the Board with a view to full attainment of the goals of the Board's [2023-2026 Strategic Plan – Inspire 2026](#).

The position will require successful candidates to:

- Possess and model a strong commitment to Catholic Education
- Have a demonstrated track record of positive and effective faith-based instructional leadership for improved student well-being, faith formation and achievement
- Work in collaboration with the Senior Administrative Team in implementing Inspire 2026, and developing and executing future Multi-Year Strategic Plans

- Demonstrate commitment to Indigenous Education and the full realization of the Truth and Reconciliation Commission's Calls to Action
- Listen to the voices of our diverse communities and address disparities to cultivate a community that is focused on human rights, equity, anti-racism, and inclusion
- Model a proactive approach to eliminating systemic barriers in education and creating working and learning environments that are free from discrimination of any kind
- Work successfully with principals, educators, support staff, community partners, families, and students in an environment of trust
- Be self-directed and have exemplary time management and organizational skills
- Successfully promote and lead innovation and change management
- Effectively participate as a member of the leadership team in labour and employee relations
- Demonstrate flexibility to adapt to and lead various senior administration portfolios over time as assigned
- Possess a system-level perspective and be knowledgeable regarding Board operations
- Manage system budgets with due diligence to ensure fiscal accountability
- Have good working knowledge of the Education Act, education related legislation/regulations/PPM and current best practices in the field of education administration
- Have a capacity and desire for personal growth and professional development

Qualifications and Skills Required:

- Supervisory Officer Qualifications as specified by the Ministry of Education (completed or in progress)
- Member in good standing with the Ontario College of Teachers
- Religious Education Additional Qualifications Program - Specialist
- Superior interpersonal skills, exhibiting confidentiality, diplomacy, compassion, conflict resolution skills and issue-based problem-solving techniques
- Excellent oral and written communication, presentation, and computer skills
- Exemplary organizational skills and the ability to work independently and collaboratively in a fast-paced environment
- Strong work ethic and initiative
- Must have a valid driver's license, access to a reliable vehicle and be able to travel

Method of Application:

Candidates wishing to be considered for this position must submit the following (in a single PDF if possible):

- Cover Letter (maximum 1 page)
- Detailed Curriculum Vitae
- A brief (one page) statement of your Philosophy of Catholic Education
- A copy of the Ontario Supervisory Officers certificate (or proof of enrolment)

- Three (3) professional references. References will not be contacted without prior consent from candidates. All applications and inquiries will be treated as confidential.
- Current Pastoral Reference (within one year) for a Leadership position (available [here](#))

Complete applications will be received by electronic mail, not later than Tuesday, July 9, 2024, at 4:00 p.m. in strict confidence to:

Gerard Winn, Superintendent of Human Resource Services
Email: gerard.winn@dcdsb.ca
Durham Catholic District School Board
650 Rossland Road West
Oshawa, ON L1J 7C4

Any questions may be directed to Gerard Winn. We thank you for your interest; only complete applications will be considered. Applicants who have been selected for an interview will be contacted prior to July 11th and invited to participate in the interview process during the week of July 12th – 19th.

Please note that successful completion of a criminal background check with the vulnerable sector, as determined by the Board, is a requirement of employment.

Pursuant to the accessibility for Ontarians with Disability Act, 2005 (AODA), if you require accommodations at any time throughout the application process, please contact Brenda Rocha at brenda.rocha@dcdsb.ca prior to the closing date so appropriate arrangements can be made.

We are an equal opportunity employer. To learn more about the DCDSB, please visit the [DCDSB website](#).

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