

## EMPLOYMENT OPPORTUNITY



# NIAGARA CATHOLIC

## ABOUT US

NIAGARA CATHOLIC SERVES MORE THAN 20,000 STUDENTS AND THEIR FAMILIES THROUGHOUT NIAGARA.

**LARRY HUIBERS**  
CHAIR OF THE BOARD

**CAMILLO CIPRIANO**  
DIRECTOR OF EDUCATION

## CONTACT INFORMATION

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## SOCIAL MEDIA

f @NiagaraCatholicDSB  
t @niagaracatholic  
i @NiagaraCatholicDSB

## PRIVACY STATEMENT

*Personal information about applicants is collected under the authority of Section 171 (10 (3) of the Education Act RSO 1990 and will be used to assess the suitability of applicants for employment with Niagara Catholic District School Board and to establish payroll and benefit files for the successful applicant. The successful candidate will be required to provide a satisfactory Criminal Records Check as a condition of employment.*

## ACCESSIBILITY ACCOMMODATIONS

*The Niagara Catholic District School Board is committed to accommodating the individual needs of job candidates within our recruitment processes, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). If you are contacted by the Niagara Catholic District School Board, please advise if you require an accommodation.*

# VICE-PRINCIPAL

## SECONDARY

The Niagara Catholic District School Board is establishing a pool of Vice-Principals at the secondary level and invites applications from qualified and unqualified candidates. Unqualified candidates are welcome to apply; however they must have the qualifications prior to placement.

In accordance with the Catholic Leadership: Principal and Vice-Principal Selection Policy and Administrative Guidelines, we will seek the following Skill Set and Profile for Niagara Catholic Elementary and Secondary Principal and Vice-Principals.

- Commitment and dedication to the mission and vision of Catholic education
- Willingness to accept responsibility from the Catholic community and to exercise Catholic leadership within this community
- Personal faith commitment
- Involvement within their community and/or parish
- Catholic vision
- Catholic leadership
- Knowledge
- Competence
- Personal qualities
- Educational skill
- Management skill
- Relationship-building

In compliance with the Administrative Guidelines of the Catholic Leadership: Principal and Vice-Principal Selection Policy, the following are the qualifications required at the time of application.

## QUALIFICATIONS

The following qualifications are required **prior to assuming the position:**

- Religious Education Qualifications  
Part II of the OECTA/OCSTA Religion Course

OR

Four (4) full graduate courses in Theology/Christian Education toward a degree or diploma in Theology from a Catholic University

OR

Part I of the OECTA/OCSTA Religion course and two (2) graduate courses in Theology/Christian Education toward a degree or diploma in Theology from a Catholic University

- Ontario School Principal's Qualifications Part I and Part II as per Ontario Regulations 184/96 under the Ontario College of Teachers' Act
- Part I of the Special Education Course

**Vice-Principal candidates are required to have:**

- A minimum of five (5) years successful teaching and/or acceptable related experience in at least two (2) different divisions (Primary, Junior, Intermediate, or Senior.
- A positive recommendation from the candidate's Principal and/or an appropriate Superintendent of Education
- A participating member of a Catholic community as attested by a parish priest
- Successful participation in the Leadership Identification Program or an equivalent leadership program
- A copy of the most recent Performance Appraisal
- A copy of the Annual Growth Plan

Interested applicants will be required to provide:

- A completed Niagara Catholic Application for Administrative Position
- A written pastoral reference (within the current school year)
- A one-page statement of philosophy of Catholic Education which outlines past experiences and examples of personal commitment to Catholicism
- The names, addresses and telephone numbers of five (5) references from the applicant's current or previous work environment
- A current written professional reference from the applicant's immediate supervisor or supervisor from the previous year as requested on the application form
- Evidence of preferred qualities/experiences relating to leadership experiences and professional growth initiatives as requested on the application form
- A current copy of the Ontario Certificate of Qualification (OCT)
- A copy of the most recent Performance Appraisal
- A copy of the Annual Growth Plan

Candidates are invited to apply by submitting the Application for an Administrative Position. The Application Form and Board Policy are linked on the Board's website, [www.niagaracatholic.ca](http://www.niagaracatholic.ca) as follows:

1. The Application Form (Careers/drop down menu "Principal and Vice-Principal Forms/ Application for Administrative Positions)
2. The Board Policy 202.2 "Catholic Leadership: Principal and Vice-Principal Selection" (Policies/Protocol/Docs; Policies; Catholic Leadership...).

Complete applications are due by **4:00 p.m. on Monday, May 31<sup>st</sup>**:  
[human.resources@ncdsb.com](mailto:human.resources@ncdsb.com)

**Please include in the subject line of your e-mail, the position to which you are applying**