



**POSTING:** PVP-25-10-02-051

**POSITION:** Elementary Vice Principal

**LOCATION(S):** District of Muskoka, Haliburton County, City of Kawartha Lakes

**Note:** Interviews will be conducted by panel and position, therefore please specify clearly in your application:

1. the posting number above;
2. which geographic area(s) you would be interested in working in.

As part of the hiring process for school administrators (#HR 4026), an opportunity to apply for the Elementary Vice Principal Pool is provided each year for internal and external candidates.

#### **TLDSB Vice-Principal Pool(s)**

TLDSB is committed to maintaining a diverse leadership pool of qualified candidates for future Elementary Vice Principal positions.

Successful candidates will remain in the pool for a period of up to two (2) years upon the date of appointment to the pool. Individuals in a pool may be invited to undertake an Acting Vice Principal or Acting Principal role if/ as needed to support the system.

Please note that successful appointment to a pool does not guarantee that individuals will be placed in either an acting or a permanent administrative position prior to their two years expiring.

#### **Candidate skills and qualifications**

TLDSB is looking for candidates who are proficient in advancing instructional leadership practices using data and evidence-based research, who demonstrate unwavering commitment to student learning, student success, and equity and inclusion, who have proven ability to develop and maintain positive staff and community relationships, and whose skill set includes proficiency in operational leadership.

#### **For internal applicants**

Internal applicants should have the support of their current Supervisor and Region Superintendent in order to submit an application.

#### **For all applicants**

For applicants to the Vice Principal Pools: while a PQP1 designation is beneficial, it is not a requirement in order to apply for the vice principal (VP) pool or, if accepted into the pool, to be offered an Acting VP position.





Please note however that individuals will not be considered for any permanent VP positions until their PQP1 has been successfully completed.

The application package should include:

- a cover letter;
- a copy of the applicant's Ontario College of Teachers' Certificate of Qualification;
- a Curriculum Vitae clearly stating educational background, qualifications and leadership experience relative to the experience/skills necessary for an Administrator;
- the names of three (3) references, including your immediate supervisor, with written authorization to contact them.

**Please be advised that as a condition of employment successful candidates will be required to provide the following documentation to Human Resources Services:**

- An original copy of a valid Police Records Check with a Vulnerable Sector Check dated within 6 months prior to the date of hire.

Applications should be submitted **via email no later than Friday, October 24, 2025 at 4:00 p.m. to:**

**Director of Education Wes Hahn  
Trillium Lakelands District School Board  
% Jennifer Andreasen, Executive Assistant at [jennifer.andreasen@tldsbo.on.ca](mailto:jennifer.andreasen@tldsbo.on.ca)**

***Your application package must be submitted in either .pdf or .docx format.***

***We would like to thank all respondents, however, only those selected for an interview will be contacted.  
Interviews will take place on November 5, 2025 in Lindsay, and November 11, 2025 in Bracebridge.***

Trillium Lakelands District School Board complies with the *Accessibility for Ontarians with Disabilities Act* (AODA). If you require accommodation for a disability during any stage of the recruitment process, please contact the person to whom you are submitting your application.

