

STAFF OPPORTUNITY
Elementary and Secondary School Vice-Principals and Principals
Required for Future Openings
Student Achievement & Well-Being

The Waterloo Region District School Board (WRDSB) is currently seeking committed educational leaders for the Elementary and Secondary School Principals & Vice-Principals Leadership Pools. Ideal candidates will support the WRDSB's [Strategic Plan](#) and hold a complex awareness of, and commitment to, human rights and equity, evidenced and/or demonstrated by action and leadership in Indigenous perspectives, anti-racism and anti-oppression efforts in order to create a positive, and inclusive school climate and learning environment.

Candidates will possess and be able to share:

- Excellent communication and interpersonal skills;
- A demonstrated ability to work positively, collaboratively and respectfully with a strong focus on student success, achievement and well-being;
- Evidence of their leadership, lived experiences and impact on students & community that best highlight assets & strengths that they would bring to the role through the lens of competencies identified by the [WRDSB's Sovereignty and Equity Leadership Competencies](#) (SA&E) as well as the [Ministry of Education's Ontario Leadership Framework \(OLF\)](#).

The Waterloo Region District School Board is situated on the traditional territory of the Anishnawbe, Haudenosaunee and Chonnoton peoples and serves the cities of Kitchener, Cambridge, Waterloo, and the townships of Wellesley, Woolwich, Wilmot and North Dumfries. We acknowledge the enduring presence and deep traditional knowledge, laws, and philosophies of the Indigenous Peoples with whom we share this land today in the heart of southwestern Ontario. The Board provides a comprehensive educational program for approximately 64,000 students in the Region of Waterloo. The Board is the seventh largest public board of education in Ontario with 16 secondary schools, 106 elementary schools, and approximately 11,000 staff members. Additional information regarding the Board is available on the Board's website at www.wrdsb.ca/

The Waterloo Region District School Board acknowledges that our increasingly diverse student body deserves to have role models who understand their identities and lived experiences, and can serve them in unique ways.

Applications for Vice-Principal must have successfully completed Part #1 of the Principals Qualification program. Prior to placement in a position of added responsibility, the candidate must have also completed their PQP practicum.

Consideration will be given to those candidates who apply while completing Part #2 of the Principals Qualification Program. Candidates must indicate in their application the status of completion for these requirements. Successful candidates who have not completed Part 2 will be placed in the Leadership pool until such time as they have received their qualifications.

Applications for Principal must have successfully completed Part #1 and Part #2 of the Principals Qualification program. Candidates for Principal must have completed Principal Performance Appraisal (PPA) in their role as a Vice-Principal at the time of application.

Candidates who have previously applied for a Position of Added Responsibility (PAR) are eligible to re-apply no earlier than twelve calendar months after the previous PAR posting closing date. Candidates reapplying should have the opportunity to incorporate and demonstrate feedback from the previous process into their practice and application package.

Candidates are asked to electronically submit a copy of the application package which includes the eight (8) components outlined below – as a PDF package – quoting which applicant pool you are applying to (ex. Secondary VP) via email to administrator_resumes@wrdsb.ca. This posting will remain open for the 2025-2026 school year and interviews for Elementary and Secondary Principal and Vice-Principal Pool positions will be held throughout the year. Submitted applications will be reviewed on the following dates:

Elementary VP Pool - September 30, 2025 and January 30, 2026

Secondary VP Pool - September 30, 2025 and February 27, 2026

Elementary Principal Pool - October 31, 2025 and March 31, 2026

Secondary Principal Pool - November 28, 2025

1. Resume, Curriculum Vitae, or Timeline of Experience (lived & professional) the format of which is at the discretion of the candidate (maximum of 3 pages)
2. Ontario College of Teachers Qualification Record Card
3. Performance Appraisal (if applying to the Principal Pool, this must be your most recent Principal Performance Appraisal)
4. Written intent of application (**1500 words or less**) that highlights evidence of leadership, lived experiences and impact on students & community that best highlight assets and strengths that the candidate will bring to the role (of P/VP) which is derived through the lens of the OLF and our SA&E (*derived from work within the WRDSB Self Reflection Tool*)
5. WRDSB PAR Process [Self-Reflection Tool](#) (for reference and not scored). (PDF version: [Fillable - WRDSB Leadership Self-Reflection Tool.pdf](#))
6. Three references
 - a. Current supervisor (of at least 4 mos)
 - b. Second supervisor of candidates choice
 - c. Third supervisor of candidates choice
 - i. For each reference, please include the following information:
 - Name; location; position; daytime phone number; dates worked with/known by the reference.
 - ii. Authorization to contact the references and supervisor under the terms of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, is part of the application package (see below)
7. Self-identification Data Question: [Self-Identification Data Question, January 2025.pdf](#)
8. Freedom of Information and Protection of Privacy statement: [Freedom of Information and Protection of Privacy, January 2025 \(3\) \(1\).pdf](#)

It is highly recommended to attend a virtual information session for these postings.

Registration deadline is two work days prior to the session date: Please use the registration link associated with each information session.

Video invitations will be sent to registrants the morning of that date's session.

Monday, June 16, 2025 at 4 pm https://forms.gle/QF793emo6B3yabgx7	Monday, Sept 8, 2025 at 4 pm https://forms.gle/frpMksBV2C25kkTa7	Monday, Dec. 15, 2025 at 4 pm https://forms.gle/MHM96peFimDKcAuUA
--	---	--

Queries regarding the pools can be directed to:

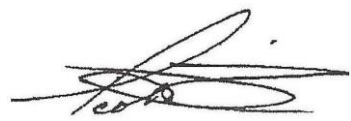
- Jay Fedosoff, Superintendent, Student Achievement & Well-Being (Chair for Elementary VP Pool)
- Pam Kaur, Superintendent, Student Achievement & Well-Being (Chair for Elementary P Pool)
- Vida Collis, Superintendent, Student Achievement & Well-Being (Chair for Secondary VP and P Pools)

The Waterloo Region District School Board is committed to equity in employment. We are committed to fair and equitable hiring practices that allow us to hire qualified staff who reflect the diversity of the community we serve, who will foster the success and well-being of our students and who demonstrate a commitment to equity and inclusion in the classroom.

We actively encourage applications from members of, but not limited to, the following groups who have faced historic and/or current barriers to equity. As a system, we are committed to fostering and supporting their success in leadership roles and creating a strong sense of belonging.

- *First Nations, Métis and Inuit peoples, and all other Indigenous peoples;*
- *Members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin;*
- *Persons with visible and/or invisible (physical and/or mental) disabilities; and*
- *Persons of marginalized sexual orientations, gender identities, and gender expressions.*

We are committed to providing appropriate accommodations, upon request, to support candidate participation in the hiring process in accordance with human rights protected grounds.



Scott Miller, Director of Education