

Vice Principal & Principal Pool

The Wellington Catholic District School Board is now accepting applications for the Vice-Principal and Principal Pool from **external** candidates. Successful candidates will be placed in the Pool or directly appointed to vacant positions arising from growth, attrition and the Board's Strategic Planning Process.

Required Basic Qualifications

- Successful completion of the Principal Qualification Course Parts I and II as outlined in Regulation 297 & 298
- Completion of Religious Education, Part 1
- A minimum of 5 years' teaching experience
- A minimum of 1-year Vice-Principal/Principal experience

Preferred Experiences

- Teaching experience in two or more divisions and/or specialty positions
- Experience in both school-level and board-wide activities
- Demonstrated leadership abilities

Competencies

- Successful candidates will demonstrate competencies and personal leadership resources as outlined in the *Ontario Catholic Leadership Framework*.

In addition, the successful candidates will be expected to:

- accept responsibility and exercise leadership within the Catholic community
- work with the school and system leadership team to build a collaborative teaching and learning culture and contribute to a positive school climate for learning and working
- use conflict resolution and problem-solving skills in difficult circumstances
- work with the school and system leadership team to lead the instructional program to positively impact student achievement, well-being, and equity
- set the conditions necessary for a safe, inclusive and accepting school environment
- respond promptly and appropriately to the concerns and issues of students and the school community
- possess excellent organizational, time management and interpersonal skills
- seek professional development opportunities to enhance knowledge and refine leadership style and systems thinking
- be fiscally accountable and assist in the development and coordination of the school budget to allocate resources in support of the school's and district's vision and goals
- organize and provide leadership in attending to the instructional and managerial requirements of the school

Application Process

All interested and qualified staff are invited to submit an application to resumes@wellingtoncdsb.ca, **no later than 12:00 noon on December 19, 2024**. The cover letter should indicate whether the application is for the elementary and/or secondary panel.

Documents to be submitted:

- Cover letter
- A resume, no more than 3 pages in length
- A personal philosophy on Catholic Education, no more than 2 pages
- Two letters of reference dated within the past year. One of the reference letters must be from current Principal or immediate supervisor
- A current Pastoral reference

Interview

Interviews will be conducted in January. The interview panel will consist of Superintendents, Principals and Human Resources representatives.

Selection

Eligible candidates for the position of Vice Principal or Principal will be placed in a pool for consideration for future appointment. There will be no ranking of candidates in the pool. Candidates appointed to the pool will be required to develop a professional learning / growth plan to be implemented while they are in the pool.

Please Note:

Candidates appointed to a Vice Principal or Principal position will serve as a “probationary administrator” for the period of one year. The successful candidate will be compensated in accordance with the terms and conditions established in the agreement with the Wellington Catholic District School Board and the Catholic Principals and Vice Principals Council.

POSTING DATE: December 4, 2024, REMOVAL DATE: December 19, 2024 at 12:00 noon

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is being collected under the authority of the Education Act and will be used for employee recruitment and selection purposes. The Board does have policies for accommodating employees with disabilities, if you require further information regarding this policy, please contact the Board Office.