

May 13th, 2025

Notice of Vacancy

Position:	Superintendent of Education
Salary Range:	In accordance with Halton District School Board Executive Compensation Plan
Location:	J.W. Singleton Education Centre or New Street Education Centre
Work Schedule:	35 hours/week, 12 months/year
Effective Date:	Negotiable

Organization:

The Halton District School Board (HDSB) is one of the fastest growing school districts in Canada. Together, our 11,000+ staff serve more than 67,000 students in 92 elementary and 17 secondary schools in the communities of Burlington, Halton Hills, Milton and Oakville.

Position Summary:

Reporting to the Associate Director of Education, the Superintendent of Education is a key member of the senior administrative team responsible for leading a designated family of schools, assisting principals in their instructional leadership in support of school improvement, as well as other system responsibilities, in alignment with the Board's [Multi-Year Strategic Plan \(2024-2028\)](#). In this senior leadership role, the Superintendent will inspire and support learning; create safe, healthy, inclusive and engaging environments where all students can succeed.

Responsibilities Include:

The Superintendent will provide leadership and oversight in a number of areas related to program planning, delivery and evaluation, supervision of schools and building system capacity to improve student success and well-being.

The successful candidate will be a collaborative and innovative leader with excellent communication and interpersonal skills. The incumbent has strong knowledge of their communities and responds to their needs while developing collegial and collaborative learning and working environments where Principals, Vice-principals, and staff within the system fulfill the Halton District School Board's commitment to every student by fostering an environment that inspires and supports learning.

The Superintendent ensures compliance with Provincial and other legislative regulations, school board Policies and Administrative Procedures and other directives as set out by the Ministry of Education and the Board's Multi-Year Strategic Plan.

Position Requirements:

- Membership in good standing with the Ontario College of Teachers;
- Successful completion of a Supervisory Officer's Certificate (recognized by the Ontario College of Teachers);
- 5 years successful leadership experience demonstrated within an educational setting;
- Proven personal leadership resources as outlined in the [Ontario Leadership Framework](#);
- Demonstration of the values and commitments of the HDSB's Multi-Year Strategic Plan
- Broad understanding and respect of an inclusive approach to relationship building with diverse stakeholders in the community and in schools.
- Deep understanding of youth culture and the principles of youth engagement
- Proven ability to engage community stakeholders; and
- Ability to affect positive change.

Complete Package:

1. Resume
2. Cover Letter
3. Response to Leadership Competencies and Practices Question

Applications, along with your resume and other supporting documents must be submitted through Apply to Education by **4:00 p.m. on Wednesday May 21st, 2025**

If you experience technical difficulties please connect with info@simplication.com. If you have questions regarding the recruitment process please connect with Dixon Mohammed, mhammedd@hdsb.ca

Job Category: Teachers, Principals & Superintendents - **Job Code: 3942296**

We thank all applicants for their interest in opportunities with the Halton District School Board. Contact will be made with applicants whose experience and qualifications most closely match the requirements of the position. Communication with short-listed applicants will be made through the email address provided on the applicants' Apply To Education profile page.

First consideration for posted vacancies will be given to qualified applicants from the employee group in which the vacancy occurs.

Applicant Self Identification Questions:

As part of the recruitment and selection function, the HDSB will collect voluntary self identification data from applicants in accordance with the Ontario Human Rights Code, HDSB's Teacher Hiring Practices Administrative Procedure, and Ontario's Anti Racism Data Standards:

Personal information on this form is collected under the authority of the Anti-Racism Act, 2017, S.O. 2017, c. 15, in compliance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56. In accordance with HDSB's Employment Equity Policy, personal information collected on this form will aim to achieve an inclusive, diverse and representative workforce. It works to intentionally identify and remove barriers for equity-deserving communities at each stage of the hiring process. Encouraging diversity of the workforce in the school board is vital because the workforce should be reflective and representative of the community.

Although hiring policies must adhere to the qualification requirements set out in applicable Regulations (eg. Regulation 298, "Operation of Schools – General") and any applicable collective agreement provisions, the Board recognizes the importance of the following when developing its selection and evaluation criteria:

- valuing applicants' additional experiences, lived experience, skills, backgrounds and perspectives;
- granting first consideration, where the skills, ability, and qualifications of the applicants are relatively equal, to applicants who self-identify as members of historically under-represented communities.

We encourage you to complete our voluntary applicant self-identification questions. This data will inform our understanding of the diversity of our applicant pool as well as the progress of applicants throughout the hiring process. This data will inform our goals, strategies and actions and our progress towards creating and sustaining an equitable workforce. Be advised that any information that you provide in response to these questions may be referred to during the hiring process for this position, and may be shared with the hiring manager and/or committee members responsible for the hiring process.

The section includes questions from Ontario's Anti-Racism Data Standards (Standards, 2017). The Standards were established to help identify and monitor systemic racism and racial disparities within the public sector. The Standards establish consistent, effective practices for producing reliable information to support evidence-based decision-making and public accountability to help eliminate systemic racism and promote racial equity (adapted from Ontario's Anti-Racism Data Standards, 2017).

Questions about this collection may be directed to Dixon Mohammed, Manager of Staffing and Recruiting at mohammedd@hdsb.ca

Accommodation:

Upon request, we will provide reasonable accommodations for candidates who have temporary or permanent disability, or who otherwise require accommodations based on the protected

grounds highlighted in the Ontario Human Rights Code in respect to the recruitment and selection process.

Wellness:

The HDSB is committed to providing a respectful and healthy work environment.

Leadership Competencies and Practices Superintendent of Education

Please complete the following using a minimum 11 font size.

Written Component

Your response to the question below should be a maximum of two (2) pages

Leadership Experience Summary

How have you demonstrated leadership in building relationships to support inclusive school communities? How will these experiences transfer to the role of Superintendent of Education? Consider the following:

- The context and rationale for your initiatives, including connections to HDSB strategic priorities
- Goals, stakeholders, and data sources used to inform your planning
- Specific leadership strategies you employed to address challenges and drive success
- Evidence of impact and lessons learned