

LEADERSHIP OPPORTUNITY: SUPERINTENDENT OF STUDENT ACHIEVEMENT

THE OPPORTUNITY

The Upper Grand District School Board (UGDSB) is seeking an innovative, dynamic and agile leader to join our Executive Committee as **Superintendent of Student Achievement, with a system-wide portfolio focused on Special Education, Mental Health and Student Support Services**, with duties to commence as soon as possible.

As a member of the Executive Committee and reporting to the Chief Executive Officer, the successful candidate will provide strategic leadership for an assigned K-12 families of schools while providing system leadership for the Special Education, Mental Health and Student Support Services portfolio.

In this key role, you will champion equity, inclusion and human rights, ensuring that all students, including those with exceptionalities and diverse learning profiles, receive programming, resources and supports required to thrive in safe, accessible and welcoming learning environments.

Vacancy Status: This posting is for an existing vacancy.

Salary: \$196, 637 per annum.

VISION AND VALUES OF A UGDSB LEADER



WHAT YOU BRING AS A LEADER

- You have experience and expertise as an educational leader that is complemented by the Ontario Ministry of Education Supervisor Officer's Certificate. Applicants currently enrolled in SOQP are welcome to apply.
- You are an exemplary educator who upholds the fundamental human rights of all individuals by actively promoting equity, inclusion, and dignity. Your commitment to anti-racism and anti-oppression is reflected in your proven ability to identify and dismantle systemic barriers and is aligned with the pillars of the Ontario Human Rights Code.

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- You bring demonstrated leadership experience and a strong understanding of Special Education, inclusive education, student support services, and the diverse learning needs of students. You understand the importance of ensuring that programming, resources and supports are responsive to student needs and grounded in human rights and equity.
- As a collaborative leader you actively develop the strengths of others within the organization to implement and expand on the board's priorities as outlined in the Multi-Year Plan, Vision 2026+.
- Your leadership style is student centered and exemplifies superior communication and consensus building skills and is aligned with the pillars of the Ontario Human Rights Code.

SUPERINTENDENT OF STUDENT ACHIEVEMENT RESPONSIBILITIES

- As a member of the Executive Committee and reporting to the Chief Executive Officer, you will demonstrate your professional and personal commitment to student learning and wellness.
- You will lead with a student-first focus, managing all aspects of your assigned K-12 families of schools and identified portfolios, ensuring due diligence, exemplary leadership, and transparent accountability for success.
- You will be instrumental in the implementation of the UGDSB Multi-Year Plan, guiding the strategic priorities, supporting Vision 2026+.
- You will foster trusting relationships through your open, transparent and accountable approach. Using your advanced conflict resolution skills, you will proactively and positively respond to and resolve highly sensitive issues.

As the Superintendent of Student Achievement, responsible for the Special Education, Mental Health and Student Support Services portfolio, you will:

- Design, implement and evaluate the Board's annual Special Education Plan in alignment with the UGDSB Multi-Year Plan and Ministry of Education requirements.
- Oversee processes related to the Education Act, Individual Education Plans (IEPs), Identification, Placement and Review Committees (IPRCs), and other applicable legislative and regulatory requirements.
- Champion inclusive and equitable learning environments that support the achievement, well-being, dignity and belonging of students with exceptionalities and diverse learning profiles, while identifying and addressing systemic barriers.
- Serve as a key Board liaison to the Special Education Advisory Committee (SEAC), building transparent and collaborative partnerships with families, advocacy groups and other stakeholders.
- Partner with external community agencies, healthcare providers, the Ministry of Education and other community partners to coordinate specialized and integrated supports for students.
- Manage and optimize the Special Education budget, allocating personnel, including Educational Assistants (EAs), Special Education Resource Teachers (SERTs) and professional support services, based on equity and student need.

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- Provide strategic leadership to the Board's Mental Health and Student Support Services, promoting integrated approaches to student well-being, mental health, accessibility and inclusive education.
- Lead and support continuous improvement, innovation and evidence-informed practices within the Special Education, Mental Health and Student Support Services portfolio.
- Provide direct mentorship, coaching and performance appraisal for elementary and/or secondary Principals within an assigned families of schools.
- Address complex community inquiries, school climate matters, progressive discipline and other sensitive student, families and school matters with sound judgment, empathy and transparency.

MANDATORY QUALIFICATIONS

- A valid Supervisory Officer's Qualification Program (SOQP) certificate, or evidence of active enrollment nearing completion, with a commitment to completing the qualification within two (2) years of commencing the role.
- Membership in good standing with the Ontario College of Teachers (OCT).
- Special Education Qualification (Special Education Part 1, Specialist, or Special Education for Administrators AQ).

SUPERINTENDENT OF STUDENT ACHIEVEMENT AT UGDSB: WHAT'S IT ALL ABOUT?

Have you ever wondered what it would be like to be a Superintendent at the Upper Grand DSB? If so, reach out to SOenquiries@ugdsb.on.ca with your query and you will be contacted by one of our Superintendents of Student Achievement.

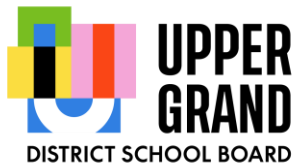
APPLICATION DETAILS

Ready to make a difference? Candidates are invited to submit their application through [Apply To Education](#), **no later than 4:00 p.m. on Wednesday, November 4, 2026**. To submit your application, click the "Apply" button at the top of the page or visit: <https://ugdsb.simplification.com/>.

If you experience any difficulties submitting your application or have questions about the application process, please email SOJobs@ugdsb.on.ca.

Application Package Requirements:

- **Cover letter (one-two pages)** articulating your readiness to take on this role; leading families of schools (including both elementary and secondary schools) and providing system leadership for the Special Education, Mental Health and Student Support Services portfolio at the UGDSB. Please speak to how your leadership aligns with key areas such as the Multi-Year Plan, Human Rights, AI Literacy, and the needs of students with diverse learning profiles and exceptionalities, and how you will make the shift from your current role to being a member of the Executive Committee. **Please also describe your experience leading or supporting Special Education programming, inclusive education, student support services and/or system-level initiatives that promote student achievement, well-being and belonging.** We are interested in how you demonstrate collaborative decision-making and how you hold yourself and others accountable in your leadership practice.



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- **Curriculum vitae** highlighting your educational background, professional experience, leadership accomplishments, and the personal value system that guides your leadership style.
- **Three professional references** with authorization to contact under the terms of the Municipal Freedom of Information and Protection Act. *Please note that references may be contacted at any point in the process.*

Selection Process:

The selection process is designed to be thorough, reflective, and aligned with the purpose and vision of the UGDSB. It includes the following steps:

1. **Application Submission:** Submission of a completed application package, including all required documents listed above.
2. **Application Review:** All applications packages will be reviewed by the Executive Committee to determine a shortlist.
3. **First Interview:** Shortlisted candidates will interview with the Chief Executive Officer and selection committee.
4. **Post-Interview Review:** The Executive Committee will review feedback from the first interview, determine candidacy to move to the next steps in the process.
5. **Second Interview:** Meeting with, at minimum, the Chief Executive Officer, the Superintendent of People, Leadership, & Culture, and the Chair to discuss UGDSB's leadership priorities and their alignment with the organization's purpose and vision. Note: Candidates invited for a second interview will be required to complete a DiSC profile (link to be provided).

While we thank all applicants for their interest in working for the UGDSB, we wish to advise that only those selected for an interview will be contacted.

As part of our recruitment practices, Artificial Intelligence (AI) will not be used in the screening, assessment, or selection process for this job posting.

INCLUSIVE RECRUITMENT & HIRING

The UGDSB is committed to building a diverse staff that is reflective of the community and students we serve. We actively encourage applications from members of groups who have historically and/or currently experience marginalization and/or barriers to equity, including, but not limited to:

- First Nations, Inuit, and Métis peoples
- Persons of marginalized sexual orientations, gender identities, and gender expressions
- Members of groups that commonly experience discrimination based on race, ancestry, ethnicity, colour, religion and/or spiritual beliefs, or place of origin
- Persons with disabilities

At UGDSB, we recognize that individuals may hold overlapping identities, which shape their experiences in unique ways. We are committed to our responsibility to create and maintain inclusive, equitable environments where everyone can fully participate, thrive, and reach their potential. To learn more, please visit [Safe, Equitable and Inclusive Schools](#).

Accommodation & Accessibility

If you require accommodation at any phase of the recruitment process, please contact wellness@ugdsb.on.ca.



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APPLICANT SELF-IDENTIFICATION QUESTIONS

The UGDSB is committed to fair and equitable hiring practices. As part of this commitment, we are collecting voluntary self-identification data to achieve an inclusive, diverse and representative workforce. The data aims to intentionally identify and remove barriers for equity-deserving communities at each stage of the hiring process.

Access to this information is restricted to People, Leadership and Culture (Human Resources). Personal information on this form is collected under the authority of the Anti-Racism Act, 2017, S.O. 2017, c. 15 in accordance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56. The UGDSB is committed to respecting the privacy of our staff, students and applicants. To learn more, please visit [Policy 315 Privacy Protection and Information Access](#).

People, Leadership, and Culture (Human Resources) will use aggregate data from all forms (not individual data) for internal reporting. For more information on Human Rights at UGDSB, please visit [Human Rights, Equity and Accessibility Office](#).

Completing the form is voluntary. If you prefer not to answer any or all questions, you can select "Prefer not to answer". Choosing "Prefer not to answer" as a response will not impact your application or consideration for employment. If you have questions or concerns about this form, please contact plc@ugdsb.on.ca.