



UPPER GRAND DISTRICT SCHOOL BOARD

HUMAN RESOURCES

Upper Grand District School Board invites a letter of interest for the following Eligibility List:

ELEMENTARY VICE-PRINCIPAL

Minimum Requirements – At the time of application candidates must have:

- a) All applicants must have completed Part 1 and Part 2 of the Ontario Principal Qualification Program and this must be noted on the applicant's Ontario College of Teachers Certificate;
- b) A member in Good Standing with the Ontario College of Teachers;
- c) Combination of classroom and administrative experience;
- d) Classroom experience should include assignments in two divisions;
- e) Leadership experience in educational activities, committees and professional organizations.
- f) Special Education Part 1 or demonstrated experience with Special Education Policy and Procedures
- g) Special Education for UGDSB Administrators Tier 1 (*for internal candidates only*)
- h) Completed or have registered for "Me-As-VP" UGDSB Training, or equivalent
- i) OPC Emerging Leader Development Program – 2 modules (*recommended*)
- j) Preference will be given to candidates with extensive designate and/or leadership and/or system experience.

An application form is available on the Board's Web Site (please follow the link below):

[Application Package for the Principal/Vice-Principal Eligibility List](#)

The completed application form must be received no later than:

January 21, 2019

**To: Brent McDonald, Superintendent of Education
Upper Grand District School Board, 500 Victoria Road North,
Guelph, Ontario N1E 6K2
via e-mail to lynne.mcinnis@ugdsb.on.ca or Fax (519) 822-5894**

Successful external candidates will be required to provide an original Criminal Records Check including Vulnerable Sector Screening prior to the commencement of employment.

Accommodations are available during all phases of the recruitment process. Applicants need to make their needs known in advance to the Manager of Health, Safety and Disability.

Equal Opportunity Employer

L. Busuttill, Chairperson

M.C. Rogers, Director of Education