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We're Turning Innovation into Action



We're Committed to Collaboration

220 Portsmouth Ave., Kingston, ON K7M 0G2

P: 613-544-6920 | F: 613-544-6804

TF: 1-800-267-0935 | TTY: 613-548-0279

www.limestone.on.ca

STAFFING MEMORANDUM

To: Internal and External

From: Human Resources Services

PRINCIPAL AND VICE PRINCIPAL POSITIONS (ELEMENTARY)

Applications are being invited from qualified candidates interested in being considered for the above position beginning for the 2019-2020 school year. Applicants interested in Elementary Principal or Elementary Vice-Principal positions should possess or be able to complete their Principal Qualifications Program Part I prior to assuming the Principalship or Vice-Principalship.

The successful candidates will become a member of the Principal and Vice-Principal Association. The conditions of employment will be consistent with those outlined in the agreement reached between the Principal and Vice-Principal Association and the Board. Accommodations will be provided to applicants to enable equitable participation in the recruitment process.

Candidates interested in applying for leadership positions must forward the following:

1. Covering letter
2. Most Recent Performance Appraisal (preference for last 3 years)
3. Two Letters of Commendation (not from two most recent supervisors)
4. Resume
5. Your Philosophy of Education
6. Copy of Ontario College of Teachers Certificate of Qualification and Registration
7. Authorization to Contact References (needs new link for admin authorization)

In addition to the above, applicants applying to the Principal Pool must provide two, separate, one-page executive summaries, outlining two different key initiatives that have been undertaken which demonstrate the development of core skills, knowledge and values as well as leadership lessons learned. Included with each summary the candidate must include artifacts supporting the information in the executive summaries (for example: presentations, minutes of meetings, plans, etc.). Tentative testing and interview dates: January 24th and 25th and February 14th and 15th, 2019.

Please submit applications to:

Andre Labrie, Superintendent
Human Resources Services
Limestone District School Board
220 Portsmouth Avenue, Kingston, ON K7M 0G2

by: NOON on Monday, January 14th, 2019

Applications may be submitted electronically by emailing marrk@limestone.on.ca and attaching one .pdf document, organized in the order which you want it presented. Hard copies may be hand delivered to 220 Portsmouth Avenue.

If you require further information please contact:

Andre Labrie by phone: 613-544-6925 extension 226 or email: labriea@limestone.on.ca

SEE YOURSELF IN LIMESTONE

Limestone District School Board is situated on traditional territories of the Anishinaabe & Haudenosaunee.

Paula Murray (Chair) | Debra Rantz (Director of Education and Secretary) | Paul Babin (Treasurer)