



**Job Opportunity:
Principal & Vice Principals at the Upper Canada District School Board**

The Upper Canada District School Board is a diverse, public educational organization in Eastern Ontario. Our school district consists of dedicated people committed to quality education that fosters life-long learning for all, through creative and meaningful learning experiences. More than 26,000 students attend our schools, with approximately 17,700 students enrolled in our elementary schools and just over 9,000 secondary students. 1,300 students are enrolled in alternative/continuing education program experiences.

A wide, diverse background of cultures and activities for people of all ages can be found in the region. We employ approximately 4,300 permanent and occasional staff members. We have 86 elementary and secondary schools. Geographically, the UCDSB is one of the largest public school boards in Ontario - 12,000 square kilometers (18 times the size of the Toronto DSB). Our area includes the counties of Lanark, Leeds, Grenville, Stormont, Dundas, Glengarry, Prescott and Russell. We are bordered by the St. Lawrence River to the south, Quebec to the east, Ottawa-Carleton to the north and the lake district to the west.

The Board is looking to add exemplary leaders to an eligibility list, so that we can address future vacancies anticipated in Principal and Vice-principal assignments at the elementary & secondary level. We are most interested in candidates who demonstrate evidence of success in the components of the Ontario Leadership Framework and the accompanying Personal Leadership Resources.

Qualification Requirements:

1. A minimum of five (5) years teaching experience in at least 2 divisions, (Primary, Junior, Intermediate, Senior) and preferably in more than one school.
2. Completion of Ontario Principal's Course, PQP Part I (or proof of enrollment) to be granted an interview; PQP Part 2 (or proof of enrollment) prior to September 1, 2019.
3. Special Education Part 1 (or proof of enrollment) which can be uploaded as a pdf attachment.
4. Demonstrated expertise in school improvement practices, assessment and evaluation practices, technology skills, and conflict management/communication skills.
5. Demonstrated knowledge and experience in increasing outcomes for First Nations, Métis and Inuit (FNMI) students and awareness of FNMI perspectives and histories for all learners.
6. Demonstrated knowledge and experience in creating and supporting a positive school climate that fosters and promotes equity, inclusive education, and diversity.
7. Demonstrated knowledge and experience in engaging the community in the life of a school, especially if it enhances the student experience.

Interested applicants can submit their application through Apply to Education

www.applytoeducation.com

Principal Job Posting #2630886.

Vice Principal Job Posting #2630263

The job postings are available until January 11, 2019 at 4:00 pm. Applicants must complete the following:



- **Resume & cover letter (this will be included as 1 document)**
- **Statement of leadership experience - the statement of leadership experience must be no more than 500 words.**
- **Most recent performance appraisal must be attached. If a performance appraisal is greater than 5 years or you don't have one please include a reference letter from your current supervisor.**
- **References - Applicants must ensure the reference consent survey is completed which can be accessed via the attached link ([click here](#)). UCDSB checks references prior to the interview.**

Thank you to all applicants for their interest however, only those selected for an interview will be contacted.

The Upper Canada District School Board is committed to providing accommodations [for people with disabilities]. If you require an accommodation, we will work with you to meet your needs

Skype Information Sessions - School Leadership “What’s it all About?”

The UCDSB is offering skype information sessions for prospective Principal and Vice Principal Applicants and the dates, details and call in information is listed below. The topics being covered on the Skype meeting will include the following. We look forward to working with you through this process.

1. An overview of the UCDSB
2. The application and selection process, including an explanation of the Statement of Experience
3. The Ontario Leadership Framework and accompanying Personal Leadership Resources
4. The changing nature of school leadership in rural Eastern Ontario
5. Interview tips and helpful hints
6. Your questions, answered

Information session #1 December 18, 2018 4:00 pm - 5:00 pm

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Toll-free number: +1 (866) 780-4305, access code: 2890762 (Dial-in Number) English (United States)

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Information session #2 December 19, 2018 4:00 pm - 5:00 pm

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