



APPLICATION FOR POSITION OF RESPONSIBILITY ELEMENTARY & SECONDARY SCHOOL PRINCIPALS FALL 2022

VISION OF CATHOLIC SCHOOL LEADERSHIP

Leadership in and on behalf of Catholic schools is deeply spiritual, servant-like, visionary and empowering. A Catholic school leader is called to be a spiritual leader, an effective administrator, an instructional leader and an excellent communicator. We seek educational leaders who demonstrate powerful personal mission and commitment through action. We are committed to selecting leaders who are visionary and innovative, student-focused, committed to equity, excellent role models and collaborative in building a Catholic community.

The Toronto Catholic District School Board (TCDSB) is inviting applications from qualified candidates for the position of Elementary and Secondary Principal. All candidates must complete an Application Package provided by the Human Resources Department. Interviews will be conducted to determine readiness and potential for school leadership. A written assessment may be administered, and a reference check process will be conducted. The successful applicants will be placed on a shortlist in preparation for upcoming vacancies during the next two years.

Toronto Catholic District School Board:

The TCDSB is an inclusive learning community rooted in the love of Christ. We educate students to grow in grace and knowledge and to lead lives of faith, hope and charity. At Toronto Catholic, we have a long and distinguished history of providing excellence in Catholic education for the Toronto community. Catholic Social Teachings, the Ontario Catholic School Graduate Expectations and the Board's Pastoral Plan and our Equity Action Plan are foundational to our exemplary approach to teaching and learning in the 21st century.

The TCDSB is proud to be a significant part of the fabric of publicly funded Catholic education in the province of Ontario. We serve more than 90,000 students in more than 195 schools and represent close to half-a-million Catholic school supporters in the city of Toronto.

Summary of the Position – Elementary & Secondary Principal:

- Set the direction for the school that aligns with the strategic direction of the Board by building a shared vision and a collaborative, diverse and inclusive culture
- Provide effective curriculum leadership support within an assigned school that supports the Board's objectives including equity/diversity and inclusion, student achievement and well-being
- Effectively support the management and administration of the school's resources regarding, but not limited to, operational areas including the management of staff; the creation of a safe learning environment; student registration, attendance and promotion; discipline and student records
- Promote professional growth through the provision of fair, effective and timely vice principal and teacher performance appraisals including managing the completion of Annual Learning and Growth Plans
- Engage internal and external stakeholders including but not limited to parents, parish priests, trustees and external agencies

References Required in the Application Package:

- Current Pastoral Reference from your local parish priest
- Provide the name and contact information of your current and previous Principals/Supervisors, and your current Superintendent

Qualifications:

Education:

- Religious Education Part 2
- Principal's Qualification Part 2
- Master's Degree or currently registered in a Master's program (the program must be successfully completed within 4 years of your appointment as a principal)

Experience:

- 1 year of experience as a vice principal in the panel within which you are interested in applying, as of June 30, 2022
- Demonstrated experience in nurturing the Catholic faith community, personally and organizationally, in support of student achievement and well-being
- Demonstrated leadership experience in setting direction for instruction, curriculum and assessment

Abilities:

- Ability to build effective interpersonal relationships with all stakeholders including parents
- Ability to communicate effectively
- Ability to problem-solve and make evidence-based, informed decisions

Application package must contain the following documents when submitted:

- (1) Completed Application Form
- (2) Copy of relevant Certificate of Qualification from the Ontario College of Teachers
- (3) Original Pastoral Reference from the Pastor of the parish at which you are currently registered
- (4) If your Certificate of Qualification does not include any one of the following: Master's Degree, Principal's Qualifications Part 2 or Religious Education Part 2, include proof that you have completed the course or include your transcripts if you have not completed Master's Degree

A Reference Check process will be conducted.

Diversity and Inclusion:

Consistent with the TCDSB's Employment Equity policy, the TCDSB is strongly committed to fostering a diverse leadership team. We especially welcome applications from individuals who would contribute to the further diversification of our staff, including but not limited to, those **who self-identify as racialized, or identify as belonging to an oppressed group (e.g., living with a disability, Black, Indigenous, 2SLGBTQ++)**. You are invited to voluntarily indicate if you identify as one or more of these underrepresented groups. This information will be kept confidential.

Barrier-Free Recruitment and Selection:

TCDSB embraces the principles of the Accessibility for Ontarians with Disabilities Act (AODA) and as such, is committed to creating an inclusive, barrier-free recruitment and selection process. Please inform the Human Resources department at the time of your application of any requirement for an accommodation. Accommodations will be provided in accordance with the Ontario Human Rights Code.

Application forms may be obtained by e-mailing your request to Ina Tedja (ina.tedja@tcdsb.org).

Please return the completed application package electronically to:
Lynda Coulter, Executive Superintendent, Human Resources, Leadership & Equity
c/o Ina Tedja, Human Resources (@ina.tedja@tcdsb.org)

no later than Monday, September 26, 2022 by 4:00 p.m.

NOTE:

Human Resources will contact those candidates being considered for an interview to set up an appointment. Those candidates not considered for an interview will be advised in writing by Human Resources.