

CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO



Position: *Principal – Summer Continuing Education Program
Eastern and Western Regions*

Locations: *St. James CEC, Smiths Falls*

Hours: *8:00am – 11:30am*

Salary: *As per terms and conditions*

Effective: *June 29 – August 11, 2023*

SUMMARY:

The Catholic District School Board of Eastern Ontario is seeking a dynamic leader to help oversee the Summer Continuing Education program. They will be responsible for the administration of the online and summer co-op programs and Grade 7-10 literacy/numeracy camps, including supervision and support work with the summer online coordinator, admin assistant and teachers.

SKILLS AND EXPERIENCE:

Candidates must provide written attestation of their:

- Demonstrated commitment to Catholic education;
- Proven leadership ability;
- Contributions towards the success of all students and the school community;
- Desire to expand their personal leadership network/resources;
- Access to a vehicle and willing to support various schools in person throughout CDSBEO.

MINIMUM REQUIREMENTS:

- Valid Ontario College of Teachers Certificate of Qualification;
- PQP Part 1 and/or PQP Part 2 Certificate (or proof of enrolment);
- Religious Education, Part 1 (or proof of enrollment);
- Special Education, Part 1 is strongly recommended.

TASKS:

- Course set-up in Prism,
- Oversee ASPEN and student input for 1200+ students.
- Student trouble shooting and support
- Technology trouble shooting and liaison with ICT
- Handling and responding to parent inquiries
- Report cards (reading, correcting, printing)
- Travel to the lit/num camps as needed.
- Completing lessons marked and payroll for teachers
- Completing yearly Con Ed Registers for OnSIS

NOTES:

Applicants are asked to submit the following documentation:

- Resume
- Current Ontario College of Teachers' Certificate of Qualifications
- Contact information for three references (professional references must include at least two previous supervisors, one being a principal)

Successful applicants will be contacted and advised regarding next steps.

Send application and curriculum vitae no later than

June 9, 2023 by 4:00 pm to:

e-mail: hr@cdsbeo.on.ca

fax: (613) 258-3610

CDSBEO IS COMMITTED TO PROVIDING AN INCLUSIVE, ACCESSIBLE AND BARRIER-FREE WORKPLACE.

IF YOU WILL REQUIRE AN ACCOMMODATION DURING THE JOB SELECTION PROCESS,

PLEASE LET US KNOW AND WE WILL WORK TO MEET YOUR NEEDS.

**Susan Wilson
Chair of the Board**

**Laurie Corrigan
Director of Education**