

## CDSBEO LEADERSHIP RECRUITMENT POOL PRINCIPALS & VICE-PRINCIPALS

The Catholic District School Board of Eastern Ontario is seeking dynamic Catholic leaders that are committed to inspiring and supporting student achievement, academic excellence and the Board's mission, vision, and strategic commitments through innovative and transformational Catholic leadership.

### OVERVIEW

Successful candidates will be placed in the pool for two (2) years and will become an integral part of the leadership in our schools and will be able to demonstrate that they have personal leadership resources and leadership practices found in the Ontario Catholic School Level Leadership Framework. They will effectively promote and support student achievement and fulfillment of the Ontario Catholic Graduate Expectations, lead professional learning communities, and be dedicated to ensuring safe, equitable, and inclusive learning environments.

### REQUIREMENTS

- Principal's Qualification Program Part 1 and/or Part II OR Proof of Enrolment
- Valid Ontario College of Teachers Certificate of Qualification
- Religious Education, Part I – Completed OR Proof of Enrolment
- Special Education, Part I is strongly recommended
- Demonstrated leadership experience in the areas of instruction and assessment
- Active participation in their Catholic parish faith community

### APPLICATION PACKAGE REQUIREMENTS

Please submit the following documents (the embedded forms are to be downloaded and completed):

- Cover Letter and Resume
- Faith Reference Portfolio for Leaders - [Faith Reference Portfolio for Leaders](#) (Current reference from Pastor is required and pg. 5 must be completed and signed)
- Current Ontario College of Teachers Certificate of Qualification
- PQP Part 1 and/or PQP Part 2 Certificate OR Proof of Enrolment
- Three (3) professional references with current contact information (Include at least two previous supervisors, one being a principal) - [Reference Authorization Form](#)
- Confidential Principal Recommendation Form - [Confidential Principal Recommendation Form](#) This form should be completed by your current principal and submitted by the principal directly to Dawn Finnegan, Superintendent of Human Resources, in line with the application deadline provided below.

Applicants are asked to forward their complete application package that must be submitted in PDF format in electronic copy, by no later than **4:00 p.m. on Friday, May 17<sup>th</sup>, 2024**. Interviews for the selected applicants will take place on **Monday, May 27<sup>th</sup>, 2024**. Applicants who have applied previously, are asked to wait for a minimum of 6 months before reapplying.

Dawn Finnegan, Superintendent of Human Resources  
2755 Highway 43,  
Kemptville, Ontario, K0G 1J0  
Email: [Dawn.Finnegan@cdsbeo.on.ca](mailto:Dawn.Finnegan@cdsbeo.on.ca)

The CDSBEO adheres to equitable hiring, employment and promotion practices and is committed to an inclusive workforce. We encourage applications from Indigenous peoples, racialized people, persons with disabilities, and those individuals who would contribute to further diversification of our staff.

Pursuant to the Accessibility for Ontarians with Disability Act, 2005 (AODA), if you require accommodations at any time throughout the application process, please reach out to [Dawn.Finnegan@cdsbeo.on.ca](mailto:Dawn.Finnegan@cdsbeo.on.ca) prior to the closing date so appropriate arrangements can be made. CDSBEO is committed to providing an inclusive, accessible, and barrier-free workplace.

We thank all applicants in advance for their interest however, only those candidates selected for an interview will be contacted.

*Learning and Growing Together in Christ*