

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

Location: *St. James CEC, Smiths Falls*

Hours: *8:00am – 11:30am*

Salary: *As per terms and conditions*

Effective: *July 2, 2024 – August 2, 2024*

**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)

Send application and curriculum vitae no later than:

**Wednesday, May 8, 2024, by 4:00pm**

e-mail: [hr@cdsbeo.on.ca](mailto:hr@cdsbeo.on.ca)

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

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, people from gender diverse communities and/or people with intersectional identities, as well as others who may contribute to the further diversification of ideas.

The Catholic District School Board acknowledges that our schools are located on the unceded, traditional Algonquin territory of the Anishinaabe people as well as the land of the Mohawk territory of the Haudenosaunee/Rotinonsho'n:ni people. We respect both the land and the people of this land including all Indigenous people who have walked in this place.

Pursuant to the Accessibility for Ontarians with Disabilities Act, (AODA), if applicants require accommodations at any time throughout the application process, please reach prior to the posting closing date so that appropriate arrangements can be made.

**Susan Wilson**  
Chair of the Board

**Laurie Corrigan**  
Director of Education