

As a Catholic Learning Community, we provide faith formation and academic excellence, which enables our graduates to live a life of love and service in Christ.

Principal & Vice-Principal Pool **Catholic Principals (Elementary) and** **Vice-Principals (Elementary & Secondary)** **in Brant, Haldimand and Norfolk:**

- ✓ Are committed to the Catholic faith, community and culture;
- ✓ Build relationships and develop people; and
- ✓ Lead instructional program by setting high expectations and monitoring effectiveness of instruction.

They will also set direction by building a shared vision; develop their organization through collaborative cultures; and secure accountability to parents, students, the community and to the Board.

Our principals and vice-principals must have a commitment to the ideals of Catholic schools; a collaborative leadership style; good written and oral communication skills; strong interpersonal skills; and a sound knowledge of and experience with the Ontario Curriculum.

The Brant Haldimand Norfolk Catholic District School Board will review applications on a monthly basis for candidates to be placed in a pool for both vice-principal and principal positions as advertised.

The pool will be maintained for both elementary and secondary positions which become vacant at any time. Candidates successful for the pool will remain in the pool for a period of two (2) years upon date of appointment. The Board will assign candidates from the pool giving consideration to the school community.

About us:

The Brant Haldimand Norfolk Catholic District School Board provides a Christ-centred education to over 10,000 students.

We employ over 700 teachers who are supported by a team of consultants, principals and administrators. Over 300 non-academic staff ensures that the best possible facilities, supports and resources are available to teachers, students and this system. The Board encompasses the broad geographical area of the City of Brantford and the counties of Brant, Haldimand and Norfolk. We are located approximately one hour west of Toronto, one hour east of London and one hour south of Kitchener-Waterloo.

A complete application package is attached and must be addressed to the attention of:

Stacey Hill, Human Resources Coordinator
Brant Haldimand Norfolk Catholic District School Board
PO Box 217, 322 Fairview Drive
Brantford, ON N3T 5M8
Email: resumes@bhncdsb.ca

We thank all applicants for their interest; however, only those considered for an interview will be contacted.

June Szeman
Chair of the Board

Chris N. Roehrig
Director of Education & Secretary

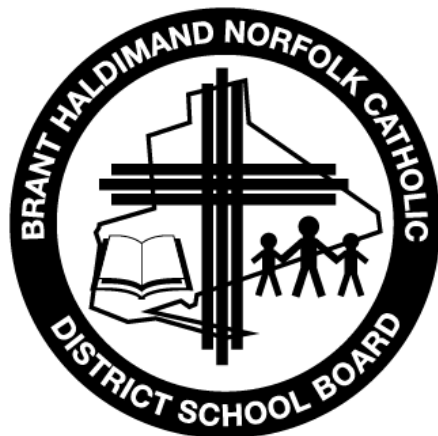


BRANT HALDIMAND NORFOLK
CATHOLIC DISTRICT SCHOOL BOARD

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Excellence in Learning ~ Living in Christ

www.bhncdsb.ca



Brant Haldimand Norfolk Catholic District School Board

THE CATHOLIC PRINCIPAL/VICE-PRINCIPAL
SELECTION PROCESS AND APPLICATION PACKAGE

December 2013

Excellence in Learning – Living in Christ



BRANT HALDIMAND NORFOLK
CATHOLIC DISTRICT SCHOOL BOARD

DOCUMENTATION REQUIRED FOR PRINCIPAL/VICE-PRINCIPAL APPLICATION

QUALIFICATIONS / EXPERIENCE

A candidate for position of Principal/Vice-Principal shall possess the following qualifications:

1. Member in Good Standing with the Ontario College of Teachers at the time of application; a Certificate of Qualifications from the Ontario College of Teachers.
2. Principals' Certificate Part 1 to apply and Part 2 prior to appointment in a school.
3. Religious Education Qualifications:

- Minimum of Part 1 of the OECTA/OCSTA Religion courses or equivalent prior to the appointment;

OR

- Evidence of one graduate course in Theology/Religion.
 - Agree to complete Part 2 and Part 3 of the OECTA/OCSTA Religion courses within five (5) years of appointment.
4. Completion of at least five (5) years successful teaching experience.
 5. Experience in a leadership role.
 6. Demonstrated system committee experience.

REQUIREMENTS FOR A COMPLETE APPLICATION

In addition to the qualifications required, all candidates are expected to provide the following documents for a complete application package:

1. Completed Candidate Application Form - Appendix "A".
2. Current curriculum vitae.
3. Current Certificate of Qualification as issued by the Ontario College of Teachers.
4. Current pastoral reference (must be dated within six (6) months of application).
5. Statement of philosophy of Catholic education highlighting experiences and examples of personal commitment to Catholicism (one to two pages) and a statement addressing leadership of student achievement initiatives (one to two pages) – Appendix "B".
6. The names and contact information of at least two (2) professional references, of which one (1) must be your current supervisor.



BRANT HALDIMAND NORFOLK
CATHOLIC DISTRICT SCHOOL BOARD

APPENDIX "A"

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

CANDIDATE APPLICATION FORM

PRINCIPAL AND VICE-PRINCIPAL

Position Applied For: Elementary Principal Elementary Vice-Principal
 Secondary Vice-Principal

This information is being collected pursuant to the provisions of the Municipal Freedom of Information and Protection of Privacy Act and under the Authority of The Education Act, c. 129, s. 60 and will be used for the purposes of determining suitability, eligibility and qualifications for employment with the Board.

Name	
Current School	
Current Principal	
Current Superintendent	

Qualifications: (List Degrees/Courses and Year of Completion)

Academic	
Additional Qualifications	
At least one Religious Education Course (OECTA/OCSTA)	
Part 1 - Principal's Course	
Part 2 - Principal's Course	
Other	

Experience: (Teaching and Administrative)

School and Grades	Elementary	Secondary	Other	Number of Years

Total Number of Years Experience to June of Current Year

This Board _____

Other Boards _____

Contributions to the System:

Additional Courses Completed Within the Past Five (5) Years:

Demonstration of Catholic Witness:

Community Involvement(s):

Reference Check Consent (to be completed by the candidate):

The names and contact information of at least two (2) professional references, of which one (1) must be your current supervisor are required as part of your application package.

I, _____ authorize the Brant Haldimand Norfolk Catholic District School Board to contact the person or organizations listed below for the purpose of obtaining reference information, including information contained in my personnel file(s). These persons are authorized to disclose such information.

Name	Position/Title	Telephone
_____	_____	_____
_____	_____	_____
_____	_____	_____

Date _____ Candidate's Signature _____

Applicants should be aware of the following:

- The information obtained will be used to determine the immediate readiness of the candidate for Principal/Vice-Principal positions with the Brant Haldimand Norfolk Catholic District School Board;
 - The information obtained will be verified by appropriate personnel.
-

I, _____, consent to the disclosure of all Principal/Vice-Principal selection process information to other appropriate Board employees and Board Members for promotion purposes.

Date

Candidate's Signature



BRANT HALDIMAND NORFOLK
CATHOLIC DISTRICT SCHOOL BOARD

APPENDIX "B"

**PERSONAL PHILOSOPHY OF
CATHOLIC EDUCATION STATEMENT**

Please describe your personal philosophy of Catholic education. In addition, state how you would use your particular skills and strengths to meet the challenges of the role for which you are applying. (1-2 pages)

**LEADERSHIP - STUDENT ACHIEVEMENT
STATEMENT**

Describe a significant initiative(s) where your leadership resulted in improved student achievement. Describe the obstacles that you had to overcome during this initiative and how you overcame those obstacles. What did you learn about your leadership philosophy from this experience? Please reference current educational leadership research in your statement where applicable. (1-2 pages)