



Job Opportunity: Principals at the Upper Canada District School Board

The Upper Canada District School Board (UCDSB) is a diverse, public educational organization in Eastern Ontario. Our school district consists of dedicated people committed to quality education that fosters life-long learning for all, through creative and meaningful learning experiences. UCDSB serves 27,000 students and has nearly 4,200 employees who support student learning in 79 schools. The UCDSB school district is one of the largest in Ontario, encompassing 12,000 square kilometers and eight counties bordered by the St. Lawrence River to the south, Quebec to the east, Ottawa-Carleton to the north and the Limestone District to the west. The Upper Canada District School Board is situated on traditional Anishinaabe and Haudenosaunee Territory.

The Board is looking to add exemplary leaders to an eligibility list so that we can address future Principal vacancies at the elementary & secondary level. We are most interested in candidates who demonstrate evidence of success in the components of the Ontario Leadership Framework and the accompanying Personal Leadership Resources.

Qualification Requirements:

1. A minimum of five (5) years teaching experience in at least 2 divisions, (Primary, Junior, Intermediate, Senior) and preferably in more than one school.
2. Principal candidates **must have a minimum of (2) years experience as a vice-principal at the time of application.**
3. Completion of Ontario Principal's Course, PQP Part 2 OR proof of enrolment with a completion date prior to September 1, 2023 required.
4. Special Education Part 1 or proof of enrollment which can be uploaded as a pdf attachment.
5. Demonstrated expertise in school improvement practices, assessment and evaluation practices, technology skills, and conflict management/communication skills.
6. Demonstrated knowledge and experience in creating equitable learning opportunities which increase outcomes for First Nations, Métis and Inuit students and awareness of Indigenous perspectives and histories for all learners.
7. Demonstrated knowledge and experience in creating and supporting a positive school climate that fosters and promotes equity, inclusive education, and diversity.
8. Demonstrated knowledge and experience with remote learning platforms and pedagogy.

Applicants must complete and upload the following:

- Resume & cover letter (this will be included as 1 document)
- Leadership Statement - the leadership statement must be no more than 500 words. This can be uploaded in the same document as the resume and cover letter.
- Most recent performance appraisal must be attached. If a performance appraisal is greater than 5 years or you don't have one, please include a reference letter from your current supervisor.



In addition, applicants must complete the reference consent process:

- References - Applicants must ensure the reference consent survey is completed which can be accessed via the survey link [click here](#). UCDSB checks references prior to the interview.
- Please note that 3 Supervisor references are required.

Teams Call Info for the Postings:

Two (2) Microsoft Teams information sessions have been scheduled for prospective Principal applicants. This session will review **School Leadership "What's it all About"**. The session will cover how to put together an application package and virtual interview tips.

1. **Wednesday January 11, 2023, 4:00pm – 5:00pm or**
2. **Thursday January 12, 2023, 4:00pm – 5:00pm**

Microsoft Teams meeting

Join on your computer, mobile app, or room device

[Click here to join the meeting](#)

Meeting ID: 276 027 252 751

Passcode: JfRYga

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 647-749-9360,,572472495#](#) Canada, Toronto

[\(866\) 780-4305,,572472495#](#) Canada (Toll-free)

Phone Conference ID: 572 472 495#

Applications for the UCDSB Principal pool are now being accepted on www.applytoeducation.com; **job #3394108**. The closing date for applications is **Wednesday January 25, 2023, at 4 pm**.



Thank you to all applicants for their interest however, only those selected for an interview will be contacted.

The Upper Canada District School Board (UCDSB) is committed to equity in employment. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. The UCDSB is committed to providing accommodations [for people with disabilities]. If you require an accommodation, we will work with you to meet your needs. This would be facilitated upon receiving an interview and would be done by contacting Human Resources at askuchr@ucdsb.on.ca.