

GRAND ERIE DISTRICT SCHOOL BOARD

September 18, 2017

**Applications are invited for the position of:
ELEMENTARY VICE-PRINCIPAL POOL
(Placement in the pool will be for a three-year period)**

QUALIFICATIONS

In order to apply, a candidate should have Part 1 of the Principal qualifications and must complete Part 2 by June 2018.

CHARACTERISTICS

Candidates will have demonstrated effective leadership skills, varied curriculum experience, and exceptional communication and organizational skills. The successful candidate will provide instructional leadership, effective customer service, inspire confidence, display a high degree of motivation, competency, quality of judgement, creativity and sensitivity to others and to the present and future challenges facing education.

RESPONSIBILITIES

Working with the Superintendent/Principal of the assigned school, the successful candidate will help supervise students and staff, coordinate instructional programs, facilitate school-based staff development, develop school plans, and administer the school.

TO APPLY

The candidate must have successfully completed the Candidate Leadership Plan and the Readiness for Interview Process (to be included in the application package), with Principal and Superintendent support, in order to move through the application process.

The application is to be in a sealed envelope marked "Confidential - Employment Application" and must include the following:

- A resume and cover letter
- A copy of the candidate's 2017 Certificate of Qualification.
- A one-page statement identifying the impact on a school the candidate hopes to have.
- A minimum of three references, one of whom must be the current supervisor. If the current supervisor has worked with the candidate for less than four months, the candidate may use the previous supervisor. All references must be supervisors.

For an application package, please contact Kellie Byers at kellie.byers@granderie.ca or at 519-756-6306 ext. 281159.

Written applications for this position must be received by Human Resources Services – Job Competitions, Head Office, Grand Erie District School Board, 349 Erie Avenue, Brantford, ON, e-mail: hr@granderie.ca, fax: 519-759-5362, on or before **4:00 p.m. on Friday, November 3, 2017 (Please note: Posting will be removed as of Friday, October 13, 2017 and no more packages will be sent out after that time).**

NOTE: An information session to describe the interview process for those interested has been arranged for **4:30 p.m. on Wednesday, September 20, 2017, at the Education Centre, Board Room, at 349 Erie Avenue in Brantford.**

All applications will be subject to a screening process and some applicants may not be granted an interview.

All new employees are required to provide an original Police Record check (which includes a "vulnerable sector search") acceptable to the Board prior to the commencement of employment.