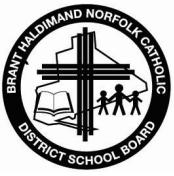


Brant Haldimand Norfolk Catholic District School Board

THE CATHOLIC VICE-PRINCIPAL SELECTION PROCESS  
AND APPLICATION PACKAGE

Excellence in Learning ~ Living in Christ



## **REQUIRED QUALIFICATIONS / EXPERIENCE:**

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

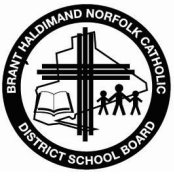
1. Ontario College of Teachers:
  - Member in Good Standing with the Ontario College of Teachers at the time of application;
  - A Certificate of Qualifications from the Ontario College of Teachers.
2. Principal's Qualification Program (PQP):
  - Completion of Part I and Part II preferred or minimum Part I and in the process of completing Part II, which must be completed within the first year of employment.
  - Eligibility for admission to the PQP is prescribed by Regulation 176/10 – Teachers Qualifications under the Ontario College of Teachers Act.
3. Religious Education Qualifications:
  - Minimum of Part I of the OECTA/OCSTA Religion courses or equivalent prior to the appointment.
4. Teaching Experience:
  - Completion of at least five (5) years of successful teaching experience.
5. Demonstrated experience in a leadership role – preferably related to one or more of the following areas: religious studies/faith formation, literacy, mathematics, or special education.

## **REQUIREMENTS FOR A COMPLETE APPLICATION:**

In addition to the qualifications and experience outlined above, all candidates are expected to provide the following documents for a complete application package:

1. Completed Candidate Application Form.
2. Current resume.
3. Current Certificate of Qualification as issued by the Ontario College of Teachers.
4. Current pastoral reference (must be dated within twelve (12) months of application).
5. Statement of philosophy of Catholic education highlighting experiences and examples of personal commitment to Catholicism (one to two pages).
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

**TOTAL YEARS EXPERIENCE:** (up to and including June of current year)

Board Name	Total Years of Experience

**ADDITIONAL INFORMATION:**

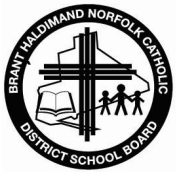
Please provide additional information in the areas outlined below that you feel would be relevant to your application.

**Contributions to the System:**

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

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BRANT HALDIMAND NORFOLK  
CATHOLIC DISTRICT SCHOOL BOARD

**Demonstrated Catholic Witness:**

**Community Involvement:**

**PERSONAL PHILOSOPHY OF CATHOLIC EDUCATION:**

Please provide an attachment in PDF format which describes your personal statement of philosophy of Catholic education highlighting experiences and examples of personal commitment to Catholicism. In addition, state how you would use your skills and strengths to meet the challenges of the role for which you are applying. (1 to 2 pages maximum)



**Reference Check Consent:**

(to be completed by the candidate)

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

Reference Name	Position/Title	Telephone Number

I, \_\_\_\_\_ authorize the Brant Haldimand Norfolk Catholic District School Board to contact the individual or organizations listed below for the purpose of obtaining employment reference information, including information contained within my personnel file(s). These individuals are authorized to disclose such information.

\_\_\_\_\_  
Candidate Signature

\_\_\_\_\_  
Date

**Acknowledgement:**

I understand that the information obtained will be used to determine the immediate readiness of the candidate for 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 selection process information to other appropriate Board employees and Board Members for promotion purposes

\_\_\_\_\_  
Candidate Signature

\_\_\_\_\_  
Date