



SUPERINTENDENT OF SCHOOLS (ACTING)

Start Date: January 1, 2019 to August 31, 2019.

Location: Brockville, with supervision duties for K to 12 Schools in Leeds, Grenville, Stormont, Dundas & Glengarry Counties

We prepare all students for a successful life.

The Upper Canada District School Board serves 26,000 students and has more than 4,000 employees who support student learning in 79 schools, with an operating budget in excess of \$374 million. Our 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 invites applications for the position of a temporary Superintendent of Schools. We are seeking an accomplished educator with a strong desire to serve students and noted for leading others in complex work connected with student achievement and well-being within schools and across systems. Candidates who have a track record of respectful and productive interaction with colleagues, parents, labour groups, and trustees.

Superintendents of Schools in the Upper Canada District School Board must be prepared to implement, support and monitor the stated priorities of our Board's Improvement Plan for Student Achievement, the UCDSB Strategic Plan (CREW), and commitments related the Director's Work Plan. These plans are essential to the pursuit of positive change in student learning, continuous improvement in student well-being and belonging, transformation across the school district to deliver programs that our students need, and securing accountability in work that is identified as essential to schools / the school district.

As part of the Director of Education's Executive Council, Superintendents of Schools are assigned responsibilities for supporting and supervising elementary, secondary, and alternative schools throughout our school district. This assignment also has system-level portfolio and project responsibilities (which are currently under review). The successful candidate is recognized for their expertise in supporting school improvement planning / school effectiveness K to 12, successfully responding to program delivery challenges unique to rural and small city settings, supporting students with special needs, and nurturing the potential of our school leaders.

This invitation for applications is open to internal and external candidates.

Qualification Requirements:

- Candidates must be member of the Ontario College of Teachers in good standing, with Academic Supervisory Officer Qualifications as per the Education Act and its Regulations;
- A minimum of 5 years of successful school leadership experience as a school principal within a publicly-funded school board is a prerequisite. Recent and successful leadership experience in supervising both elementary and secondary programs, as well as familiarity with supervising and supporting alternative learning programs (adult education, summer learning programs) are considered an asset.
- A current driver's license and access to a vehicle are essential to this role, which involves frequent travel to rural and remote areas throughout the school district.

Application Requirements

- Letter of application (maximum of one page), a curriculum vitae (maximum of three pages), and a leadership statement (maximum of two pages) outlining your approach for leading change and managing complexity as a superintendent of schools in the UCDSB.
- The names of four professional references with authorization to contact under the terms of the *Municipal Freedom of Information and Protection of Privacy Act*. Your references must include your current supervisor.
- Copy of your most recent performance appraisal from the past 3 years, or a letter of reference from a current supervisor commenting on your proven success as a leader in education, referencing the domains of the Ontario Leadership Framework.

To apply, qualified candidates are to send the required materials by email to the attention of **Ms. Rhonda McNish** in the Director's Office, at rhonda.mcnish@ucdsb.on.ca, by no later than **4:00 p.m. on Friday, November 9, 2018**. The interview and selection process will be completed to fill the vacancy as soon as possible.

We thank all candidates in advance for their interest however, only those who have been short-listed for an interview will be contacted.

The Upper Canada District School Board is committed to providing accommodations [for people with disabilities]. If you require an accommodation, we will work with you to meet your needs.

**Jeff McMillan,
Chair.**

**Stephen Sliwa,
Director of Education.**

