

## **The Halton Catholic District School Board invites Applications for the Position of *Superintendent of Education***

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| <b>COMPETITION #:</b> | <b>SO-2025-01</b>                                                                                                              |
| <b>POSTING DATE:</b>  | <b>Friday, October 31, 2025</b>                                                                                                |
| <b>CLOSING DATE:</b>  | <b>Monday, November 24, 2025</b>                                                                                               |
| <b>SALARY:</b>        | <b>\$185,000.00</b>                                                                                                            |
| <b>LOCATION:</b>      | <b>Catholic Education Centre (802 Drury Lane, Burlington)<br/>Eligible to participate in Flexible Work Arrangement Program</b> |

### **OVERVIEW:**

A provincial leader in student achievement, the Halton Catholic District School Board offers a strong tradition of academic excellence to over 36,000 students of all ages across 48 elementary schools, 10 secondary schools, and 3 continuing education facilities, serving the communities of Burlington, Halton Hills, Milton, and Oakville.

The successful candidate will assume supervision responsibilities for a family of schools K-12, and lead assigned portfolios including the supervision of staff and corresponding budgets. Superintendent portfolios are reviewed annually by the Director of Education and changed based on needs of the Board.

### **QUALIFICATIONS:**

- The ideal candidate must possess:
- Ontario Supervisory Officer's Certification
- A minimum of seven (7) years of successful teaching/administrative experience
- A minimum of two (2) years experience in one of the following areas:
  - Principal with successful experience as a school administrator
  - As an Education Officer employed by the Ministry of Education

### **DESIRED ASSETS:**

- Demonstrated progressive and significant Catholic school leadership
- A strong commitment to Catholic schools and communities and enhancing the partnership between home, school and parish
- Positive interpersonal relationships with staff, students, parents and other members of the school community
- Experience on school board and/or Ministry of Education committees
- Demonstrated knowledge and expertise in a broad spectrum of educational areas such as: Special education programs, equity and Inclusion, curriculum development and implementation, student success, instructional

- strategies, assessment and evaluation, and safe schools' legislation
- Demonstrated leadership and problem-solving skills
- Knowledge and understanding of strategies for improving student achievement
- Demonstrated knowledge of Ontario's Education Equity Action Plan
- Demonstrated knowledge of the academic, corporate, and operational functions of the work of a Catholic school board

Candidates meeting the requirements are invited to submit a current résumé, outlining qualifications, experience, and their personal philosophy of education. A current pastoral letter of reference (dated within the last twelve months), a minimum of two professional letters of reference, one of which must be from your current Superintendent, with written authorization to contact the referees must be included.

Written applications marked "Confidential" stating qualifications and experience will be received by the undersigned. **Please quote the posting number SO-2025-01 in your application and subject line of your electronic submission.** Please note that only complete applications submitted electronically will be accepted and considered.

**R. Merrick, Human Resources Services**

Halton Catholic District School Board  
802 Drury Lane Burlington, ON L7R 4L3

Email: [figueiredoa@hcdsb.org](mailto:figueiredoa@hcdsb.org)

Web Site: <http://www.hcdsb.org>

**Applications must be received by 4:30 p.m. Monday, November 24, 2025**

**Date of Release: Friday, October 31, 2025**

The Halton Catholic District School Board (HCDSB) is committed to supporting the development of a strong and equitable workforce, that will foster the success and well-being of our students, staff, and wider-Catholic school communities. We strive to uphold the values of equity and inclusion in the recruitment and hiring of qualified staff who reflect the diversity of our region. Although qualifications and experience will be determining factors in the hiring process, the HCDSB shall promote the hiring of qualified candidates from under-represented groups. To that end, we actively encourage applications from members of groups with historical and/or current barriers to equitable outcomes including, but not limited to: First Nations, Métis, and Inuit peoples, and all other Indigenous peoples; members of groups that commonly experience discrimination due to race, ancestry, colour, or place of origin; persons with visible and/or invisible (physical and/or mental) disabilities.

Pursuant to the Accessibility for *Ontarians with Disabilities Act*, 2005, the Halton Catholic District School Board will provide accommodations to applicants who are selected to participate in our recruitment process. Such requests, outlining the nature of any accommodation(s) required, are to be submitted to Human Resources Services with your application or by phone at 905-632-6300 or 1-800-741-8382. Information received relating to accommodation needs of applicants will be addressed confidentially.