



Job Posting Superintendent of Education

The Waterloo Catholic District School Board serves over 40,000 learners and provides services to students in 52 schools (Kindergarten to Grade 12 and adult learners) across the Waterloo Region.

The Board conducts intentional recruitment and selection as it seeks to achieve a state of greater equity for employees and students and to diversify its workforce.

All qualified applicants are welcome and encouraged to apply. Applicants may choose to indicate if they are from a group who has experienced racial or social discrimination. Self-identification data will be used as a consideration in this posting. Aggregate data will be stored anonymously to support improvements to the Board's hiring processes.

General Description of Duties:

The Waterloo Catholic District School Board invites applications for the position of Superintendent of Education, reporting to the Director of Education. The successful candidate will be assigned a system portfolio that meets the individual's expertise and background. The Superintendent of Education will provide effective leadership to and work proactively with school administrators. The Superintendent of Education will provide strategic, innovative and operational leadership and will work with the Board's senior management team in developing and executing strategic plans in support of the educational and business objectives of the Board and be expected to provide support at board meetings and other venues. Additional leadership responsibilities and project assignments may also be assigned based on system needs, interest and expertise.

Minimum Requirements:

- Supervisory Officer Qualifications, as specified by the Ministry of Education and Ontario College of Teachers, OR, be currently enrolled in the Supervisory Officer Qualifications Program
- Ontario College of Teachers Certificate of Registration
- Experience working in a JK-12 education model
- Superior interpersonal, communication and organizational skills
- Demonstrated expertise in instructional leadership and project management
- Proven excellence as a school administrator, secondary panel experience is preferred for the current vacancy
- A satisfactory Police Record Check

Qualified candidates who wish to be considered for this position must submit:

- A resume and cover letter
- Completed WCDSB Pastoral Reference dated within the last 12 months
<https://www.wcdsb.ca/careers/how-to-apply/>
- Proof of qualifications
- Three professional references. A minimum of two of the three references shall be written. One reference must be from the candidate's current supervisor.
- Candidates must attach Supervisory Officer Qualifications or documents to support eligibility to obtain Supervisory Officer Qualifications.



Application Process:

Applicants are required to apply directly through Apply to Education at: <https://wcdsb.simplification.com>

[Applytoeducation assistance, contact 1-877-900-5627 \(Monday – Friday, 7:30 am – 7:00 pm EST.\)](#)

In the application process, identify your qualifications and abilities, such as relevant experience to perform the duties of this job. Include your resume, covering letter and diplomas/certificates in your application.

Incomplete applications may not be considered.

Detailed information on the application process can be found at: <https://www.wcdsb.ca/careers/how-to-apply/>

Applications will be accepted until **Friday, August 8, 2025, at 4:00 pm**

Interviews will be held on **Friday, August 15, 2025**. Only those candidates selected for an interview will be notified.

The annual salary for this position is \$185,055.

To request this file in large print, please email aoda@wcdsb.ca. If you require a disability related accommodation to participate the recruitment process, please contact us at (519) 578-3677, ext. 2368 to discuss your needs under the Human Rights Code. Responses to inquiries will be provided within 72 hours.

At WCDSB, we are committed to respecting your privacy and will take appropriate measures to protect any personal information you may share with us through the job application process. All personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment. For more information about the Board's Records Information Management policy, please visit [Records Information Management - APC016](#).

For further information regarding the police record check and offence declaration requirement, please refer to [Police Record Checks and Offence Declaration for Board Employees - APS038](#).