



APPLICATION FOR POSITION OF RESPONSIBILITY ELEMENTARY & SECONDARY SCHOOL VICE PRINCIPAL FALL 2025

VISION OF CATHOLIC SCHOOL LEADERSHIP

Leadership in and on behalf of Catholic schools is deeply spiritual, servant-like, visionary and empowering. A Catholic school leader is called to be a spiritual leader, an effective administrator, an instructional leader and an excellent communicator. We seek educational leaders who demonstrate powerful personal mission and commitment through action. We are committed to selecting leaders who are visionary and innovative, student-focused, committed to diversity, inclusion and equity, excellent role models and are collaborative in building a Catholic community.

The Toronto Catholic District School Board (TCDSB) is inviting applications from qualified candidates for the position of Elementary & Secondary School Vice-Principal. Interviews will be conducted to determine readiness and potential for school leadership. A reference check process will be conducted. The successful applicants will be placed on a shortlist in preparation for upcoming vacancies during the next two years.

Toronto Catholic District School Board:

The TCDSB is an inclusive learning community rooted in the love of Christ. We educate students to grow in grace and knowledge and to lead lives of faith, hope and charity. At Toronto Catholic, we have a long and distinguished history of providing excellence in Catholic education for the Toronto community. Catholic Social Teachings, the Ontario Catholic School Graduate Expectations, the Board's Pastoral Plan and our Equity Action Plan are foundational to our exemplary approach to teaching and learning in the 21st century.

The TCDSB is proud to be a significant part of the fabric of publicly funded Catholic education in the province of Ontario. We serve more than 90,000 students in well over 190 schools and represent close to half-a-million Catholic school supporters in the city of Toronto.

Summary of the Position – Elementary & Secondary Vice Principal:

- Support the Principal in setting the direction for the school that aligns with the strategic direction of the Board by building a shared vision and a collaborative, diverse and inclusive culture.
- Provide effective curriculum leadership support within an assigned school, under the direction of the Principal that supports the Board's objectives including equity/diversity and inclusion, student achievement and well-being.
- Under the direction of the Principal, effectively support the management and administration of the school's resources regarding, but not limited to, operational areas including the management of staff; the creation of a safe learning environment; student registration, attendance and promotion; discipline; student records; and engaging internal and external stakeholders.
- Promote professional growth through the provision of fair, effective and consistent teacher performance appraisal.

Required References:

- Current Pastoral Reference from your local parish priest.
- Provide the name and contact information of your current Principal and your current Superintendent.
- Vulnerable Sector Screening (External Applicants)

Education:

- Completion of Religious Education Part I.
- Completion of/currently enrolled in the Foundation Series - Discerning Catholic Leadership Program. (Completion by June 2026).
- Completion of Principal's Qualifications Program Part 2 by June 2026.

- Completion of either two specialist or honours specialist qualifications, or master's degree (or proof of enrolment in a master's program with completion of at least one course by the closing of the posting).

Teaching Experience:

- Evidence of 7 years of qualified teaching experience as of June 30, 2026. This experience may include up to two years in long-term occasional positions, and at least one year of experience in the panel for which you are applying.
- Demonstrated experience nurturing the Catholic faith community, personally and organizationally, in support of student achievement.
- Demonstrated leadership experience in the areas of instruction, curriculum and assessment within a school.
- Demonstrated experience fostering and/or creating a safe and healthy learning environment for all students.
- Demonstrated experience collaborating and building effective relationships with stakeholders.

Abilities:

- Ability to build effective interpersonal relationships with all stakeholders including parents.
- Ability to communicate effectively.
- Ability to problem-solve and make evidence-based, informed decisions.

Application package must contain the following documents when submitted:

- (1) Resume and Cover Letter.
- (2) Certificate of Qualification from the Ontario College of Teachers.
- (3) If your Certificate of Qualification does not include any one of the following: master's degree **or** completed two specialist or honours specialist qualifications, Principal's Qualifications Program Part 2, include proof that you have completed the course.
- (4) Pastoral Reference Letter from the Pastor of your parish at which you are currently registered.
- (5) Names and contact information of two references: your current Principal and Superintendent.

Diversity and Inclusion:

The Toronto Catholic District School Board is committed to fostering a diverse workforce. We especially welcome applications from individuals who would contribute to the future diversification of our staff, including but not limited to, those who are Indigenous, Black, 2SLGBTQ+, and racialized. You are invited to voluntarily indicate if you identify as such a person. This information will be kept confidential.

Barrier-Free Recruitment and Selection:

The Toronto Catholic District School Board is committed to creating an accessible and inclusive organization. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require Code protected accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs. Disability-related accommodation during the application process is available upon request. Learn more about the TCDSB Fair Hiring Policy and Accommodation Process. <https://5il.co/1dkld>

Please submit a copy of your resume, cover letter and required references electronically to:
Lynda Coulter, Executive Superintendent of Human Resources, Leadership & Equity
c/o Marie Palombi, Executive Assistant, Human Resources (marie.palombi@tcdsb.org)
 no later than **Friday, October 17, 2025 by 4:00 p.m.**

NOTE: *Human Resources will contact those candidates being considered for an interview with an appointment date. Those candidates not considered for an interview will be advised in writing by Human Resources.*