

Memorandum

To: Vice-Principals

From: M. McPhee, Consulting Executive Manager of Human Resources,
Wellington Catholic District School Board

Subject: Interested Vice-Principal Candidates

Date: May 5, 2009

The Wellington Catholic District School Board is looking for persons who are interested in applying for the position of Vice-Principal. **Applicants must hold the qualifications listed below and currently be practicing Vice-Principals in their Board.** The successful candidates will be placed in a pool and be appointed to vacant positions arising from growth, attrition and the Board's Strategic Planning Process. Please note the information below for further details.

Basic Preferred Qualifications:

- Successful completion of the Principal Qualification Course Parts I and II as outlined in Regulation 297 & 298 by June 30, 2009
- Religious Education, Part 1

Preferred Experiences:

- A minimum of two years experience as a Vice-Principal
- Experience in Board wide activities

Rated Competencies:

Catholic Faith, Community and Culture

The Vice-Principal nurtures Catholic faith, community and culture and models a commitment to Gospel values.

Setting Direction

The Vice-principal assists the Principal in building a shared vision, fosters the acceptance of group goals while communicating high performance expectations.

Building Relationships and Developing People

The Vice-Principal strives to foster genuine trusting relationships with students, staff, families and communities, guided by a sense of mutual respect. The Vice-principal affirms and empowers others to work in the best interests of all students.

Developing the Organization

The Vice-principal assists the Principal in developing collaborative cultures, structures the school for success, and connects the school to its wider environment.

Leading the Instructional Program

The Vice-principal sets high expectations for learning outcomes and monitors and evaluates the effectiveness of instruction. The Vice-principal assists the Principal in managing the school effectively so that everyone can focus on teaching and learning

Securing Accountability

The Vice-principal supports conditions for student success and is accountable to students, parents, the community, the Principal and the Board for ensuring that students benefit from a high quality education and the goals in the school improvement plan.

In addition, the successful candidates will be expected to:

- possess a willingness to accept responsibility and exercise leadership within the Catholic community
- work with the school principal in a supportive role with a focus on professional growth and problem solving
- use conflict resolution skills in difficult circumstances
- learn new instructional material as required for teacher in-service
- adapt curriculum to the individual needs of students and teachers
- be an advocate for teachers and students
- respond promptly to the concerns and issues of students and the school community
- possess excellent organizational, time management and interpersonal skills
- acquire an excellent understanding of the process of curriculum management
- seek professional development opportunities to enhance knowledge base and refine leadership style
- be fiscally accountable and assist in the development and coordination of the school budget
- organize and provide leadership in attending to the operational and program requirements of the school.

Documents to be submitted:

- Cover letter
- A brief resume, not more than 3 pages in length.
- A personal philosophy on Catholic Education – no more than 2 pages

Application Form

All interested and qualified staff are invited to submit an application to the attention of Mike McPhee, Executive Manager, Human Resources, no later than **4:00 P.M. on Tuesday, May 19, 2009**. The cover letter should express whether they are applying for the elementary or secondary panel.

Interview

Interviews will be held in the month of May. The panel will consist of Superintendents and representatives from the Principal/Vice-Principal Council and the Human Resources Department.

Feedback

Feedback will be provided by your interview panel chair by appointment within two weeks of your interview.

Selection

Eligible candidates for the position of Vice-Principal, as determined by the Director of Education, will be placed in a pool for future appointment. There will be no ranking of candidates in the pool.

Please Note:

- The successful candidate will be compensated in accordance with the terms and conditions established in the agreement with the Wellington Catholic District School Board and the Catholic Principals and Vice Principals Council.

If you require any further clarification or if you have any questions, please submit them via e-mail to:

m.mcphee@rogers.com