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Application for Director of Professional Learning

The Catholic Principals' Council of Ontario invites applications for the position of Director of Professional Learning. Full time duties begin September 1, 2010 or earlier if available.

CONTRACT TERM

The successful candidate will be a Catholic principal or vice-principal who is currently a CPCO member *or* has been a member of CPCO and is no longer in the employ of a school board. This is a 2-year seconded *or* contracted full-time position with commensurate salary for the period of September 1, 2010 to August 31, 2012. A third year may be offered at the discretion of CPCO.

DIRECTOR OF PROFESSIONAL LEARNING

Reporting to the Executive Director of the Catholic Principals' Council of Ontario, the *Director of Professional Learning* is responsible for the development, coordination, delivery and financial management of CPCO's professional learning programs and services, the Catholic Principal's Qualification Program and CPCO's annual conference.

The Director of Professional Learning:

1. Promotes the goals and objectives of The Catholic Principals' Council of Ontario in all activities performed on behalf of the Association.
2. Develops and delivers, in close collaboration with the Executive Director and staff in Project Lead roles (Leading Student Achievement, Learning to 18, Parent Engagement, Equity, etc...) a strategic vision and annual action plan for professional learning that reflects gospel values, Catholic social teachings and scholarship.
3. Provides a research and learning foundation for the design and delivery of all CPCO professional learning initiatives.
4. Seeks out and develops partnerships and liaises with Principal/Vice-principal Associations, the Ontario Catholic Supervisory Officers' Association, the Catholic District School Boards, the Institute for Catholic Education, and other educational organizations with respect to professional learning programs and the Principal's Qualifications Program (PQP).
5. Liaises or develops partnerships with external agencies such as the Ministry of Education, the Ontario College of Teachers, educational consortia, other professional associations and universities to create professional learning opportunities for members including international partnerships.

6. Collaborates with the ministry, provincial associations, the Ontario College of Teachers and members to ensure programs and services reflect the diverse and emerging needs of practicing Catholic principals and vice-principals.
 7. Coordinates and acts as registrar for CPCO's Principal's Qualification Programs and other additional qualification programs.
 8. Coordinates the delivery of professional learning programs for the CPCO Annual Conference in collaboration with the Executive Director, Project Leads and office staff.
 9. Secures, manages and reports on funding of provincial and board initiatives and projects.
 10. Communicates regularly with the Executive Director and President to ensure effective alignment with professional learning, political advocacy and emerging challenges of Catholic educational leadership.
 11. Provides regular reports to the Executive Director, Executive Council and Council of District Representatives and funding partners, as required.
 12. Acts as Staff Advisor to CPCO standing committees as directed by the Executive Director.
 13. Active member of Institute for Education Leadership (IEL).
 14. Performs other duties as required.
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Knowledge and Skills:

- Demonstrates an understanding of systems thinking and the integration of professional learning with CPCO's mandate of informed service and advocacy on behalf of Catholic school administrators.
- Has an understanding of the Ontario Leadership Strategy, the Ontario Catholic Leadership Framework, and the Ontario Catholic Student Graduate Expectations.
- Has strong curriculum development skills; knowledge of the Education Act and related Statutes and Regulations.
- Demonstrates an understanding of finances including budgeting processes and accounting
- Experience in proposal development would be a definite asset.
- Technical skills in Microsoft Office applications such as Word, Excel and PowerPoint and experience in web based media would also be an asset.

Personal Attributes:

- A life-long learner, open to new ideas with a keen understanding of the challenges and rewards of leading educational change.
- Able to articulate and action a compelling vision for the ongoing professional learning of Catholic school and system leaders.
- A proven ability to work collaboratively with colleagues and other stakeholders in developing and delivering transformational learning opportunities.
- Strong written and verbal communication skills in a variety of modalities.
- Must be able to work overtime as required and be able to travel as required.

Education:

- Principal's Qualifications (Parts 1 & 2)
- Master's or Master of Education Degree
- Supervisory Officer's Qualifications are an asset

Experience:

- The successful candidate must have a minimum five years experience as a Catholic elementary or secondary school principal and proven ability to lead the learning of other. Knowledge of current educational research and practice is essential including an understanding of the Ontario Leadership Strategy.
 - Experience in project management, and in developing and providing Catholic leadership development programs.
 - Experience in dealing with Catholic partner groups and other provincial associations, the Ontario College of Teachers and the Ministry of Education departments is an asset.
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APPLICATION PROCESS

Applicants are required to submit:

1. A current curriculum vitae
2. Three letters of reference (one from a peer; one from a supervisory officer and one other)
3. Names of two additional references and their phone numbers with permission to contact references

Candidates are also required to highlight their experience in providing professional learning programs and project management.

Preference will be given to candidates with:

- Leadership roles in program development
- Leadership roles in professional learning programs
- Leadership experience in project management
- Experience with web based media tools
- Facility with Microsoft Office applications

SELECTION PROCESS

- Applications will be reviewed by members of the interview team based on established criteria
- Selected applicants will be invited to take part in an interview process conducted by the Executive Director, the President, and the President-elect
- Interviews will be conducted in person in Toronto
- A second interview may be requested at the discretion of the interviewing team
- References will be contacted for selected candidates

APPLICATION DEADLINE

Complete application packages must be received at the CPCO office no later than 4:00 p.m. on Friday, June 18, 2010.

Interviews will be conducted for selected candidates in late June, 2010.

SUBMISSION OF APPLICATIONS

Please forward completed application packages to:

Clara Pitoscia
Executive Director
The Catholic Principals' Council of Ontario
161 Eglinton Avenue East
Suite 400
Toronto, ON
M4P 1J5

Please direct inquiries to Clara Pitoscia at 416-483-1556 ext. 23 or 1-888-621-9190
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