



Director of Education Secretary – Treasurer of the Board

The Board of Trustees for the Simcoe Muskoka Catholic District School (SMCDSB) invites applications for the position of **Director of Education and Secretary –Treasurer of the Board** to commence February 1, 2011.

Simcoe Muskoka Catholic District School Board is a faith-filled Catholic learning community dedicated to excellence. The Board is known for its vibrant and exceptional quality of Catholic education provided to 22,000 students, at 53 schools by over 3,500 employees within the boundaries of the County of Simcoe and the Districts of Muskoka and Parry Sound.

The ideal candidate must:

- Be a visible and visionary Catholic leader who has proven experience in leading Catholic education programs and school communities
- Be a practicing Catholic with a strong commitment to Catholic faith and absolute commitment to Catholic education
- Have a proven track record in leading a learning agenda focused on student engagement, improved student learning, inclusion and student achievement
- Have exceptional leadership abilities that motivate and inspire all Board staff to continuing excellence
- Have a demonstrated ability to work within a political setting and a commitment to the fulfillment of the Board's vision, mission and values
- Have exceptional strategic planning, organizational and communications skills
- Have demonstrated leadership and experience in all aspects of educational administration including proven budgetary, planning and fiscal accountabilities
- Have five to ten years proven experience as a practicing Catholic Supervisory Officer in a school board setting.

Qualified applicants are asked to submit a complete application package including: résumé; cover letter; current pastoral letter of reference; valid Ontario Teaching Certificate; Ontario Supervisory Officer Certificate; valid driver's licence and three professional references.

Complete packages marked "Private & Confidential" must be submitted by 4:00pm Tuesday, August 31, 2010 to:

Mr. James Canning, Chair of the Board of Trustees
c/o Human Resources Department
Simcoe Muskoka Catholic District School Board
46 Alliance Boulevard
Barrie, Ontario
L4M 5K3
FAX: 705-737-1297 e-mail: hr@smcdsb.on.ca

As a condition of employment, new employees to SMCDSB are required by legislation to submit a satisfactory Criminal Background Check including Vulnerable Sector Screening.