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## Application for Support Services Coordinator

**The Catholic Principals' Council of Ontario invites applications for the position of Support Services Coordinator.**

### CONTRACT TERM

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

### SUPPORT SERVICES COORDINATOR

Reporting to the Executive Director, the Support Services Coordinator will manage the delivery of member services offered by CPCO with primary responsibility in the area of communications, group benefits, the annual general meeting and the annual conference, as well as act as assistant to the Executive Director in performing other duties as required.

The Support Services Coordinator:

- Promotes the goals and objectives of The Catholic Principals' Council of Ontario in all activities and member services performed on behalf of the Association.
- Ensures the effective management and delivery of Communication Services.
- Supports the development of social networking tools and services.
- Collaborates with the CPCO Joint Group Benefits Advisory Committee.
- Supports the Group Benefits plan and acts as liaison between members and the plan administrators.
- Assists in the preparation and management of the Annual General Meeting.
- Assists in the preparation and management of the CPCO annual conference.
- Assists in the preparation of the CPCO's annual employment services seminar.
- Provides professional resources and assistance to CPCO members.
- Performs other duties as assigned by the Executive Director.

### Knowledge and Skills

Must understand CPCO's mandate, and position on issues and its advocacy role on behalf of Catholic school administrators. Must have excellent organizational skills, communications skills, knowledge of the Education Act and related Statutes and Regulations, and a good working knowledge of budgeting and financial management. Knowledge related to the maintenance and improvement of the CPCO group benefits plan would be an asset. Strong interpersonal, research and analytical skills are essential. Must have facility with Microsoft Office applications, including Word, Excel and PowerPoint.

## **Personal Attributes**

Must be a self-starter, capable of working with minimal supervision. Must be highly organized and be able to handle multiple projects simultaneously and deadlines efficiently. Must be able to work flexible hours as required and to travel occasionally as required.

## **Education**

Principal's Qualifications (Parts 1 & 2) is required. A Master's or Master of Education Degree and Supervisory Officer Qualifications are an asset. Professional training in group benefits plans is a definite asset.

## **Experience**

Must have a minimum of five years experience as a Catholic school principal or vice-principal. Must have experience in program and project coordination and communications. 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.

## **APPLICATION PROCESS**

Applicants are required to submit:

1. A current curriculum vitae
2. Two letters of reference (one from a peer; one from a supervisory officer)
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 leadership development programs and project management, conference planning, communications and group benefit plans.

Preference will be given to candidates with:

- Leadership roles in program development
- Leadership roles in project management
- Leadership experience in group benefit plans
- Experience in financial management
- Experience in communications
- Experience in conference planning
- Facility with Microsoft Office applications
- Facility with online communications systems and social networking tools.

## **SELECTION PROCESS**

- Applications will be reviewed by the Executive Director.
- Selected applicants will be invited to take part in an interview process conducted by the Executive Director and the President.
- Interviews will be conducted in person in Toronto. A second interview may be requested at the discretion of the Executive Director.
- References will be contacted for selected candidates.

## **APPLICATION DEADLINE**

Complete application packages must be received at CPCO office no later than 4:00 p.m. on **Friday, June 4<sup>th</sup> at 4:00 pm.**

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, Ontario, M4P 1J5

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