



Brant Haldimand Norfolk Catholic District School Board

**THE CATHOLIC PRINCIPAL/VICE-PRINCIPAL  
SELECTION PROCESS AND APPLICATION PACKAGE**

Excellence in Learning – Living in Christ



BRANT HALDIMAND NORFOLK  
CATHOLIC DISTRICT SCHOOL BOARD

## DOCUMENTATION REQUIRED FOR PRINCIPAL & VICE-PRINCIPAL APPLICATION

### QUALIFICATIONS / EXPERIENCE

A candidate for position of Principal/Vice-Principal shall possess the following qualifications:

1. Member in Good Standing with the Ontario College of Teachers at the time of application; a Certificate of Qualifications from the Ontario College of Teachers.
  2. Principal's Qualification Program (PQP) Part 1 within first year of appointment.
  3. Religious Education Qualifications:
    - Minimum of Part 1 of the OECTA/OCSTA Religion courses or equivalent prior to the appointment;
- OR
- Evidence of one graduate course in Theology/Religion.
  - Agree to complete Part 2 and Part 3 of the OECTA/OCSTA Religion courses within five (5) years of appointment.
4. Completion of at least five (5) years successful teaching experience.
  5. Demonstrated experience in a leadership role – preferably related to one or more of the following areas: religious studies/faith formation, literacy, mathematics or special education.

### REQUIREMENTS FOR A COMPLETE APPLICATION

In addition to the qualifications required, all candidates are expected to provide the following documents for a complete application package:

1. Completed Candidate Application Form - Appendix "A".
2. Current curriculum vitae.
3. Current Certificate of Qualification as issued by the Ontario College of Teachers.
4. Current pastoral reference (must be dated within six (6) months of application).
5. Statement of philosophy of Catholic education highlighting experiences and examples of personal commitment to Catholicism (one to two pages) and a statement addressing leadership of student achievement initiatives (one to two pages) – Appendix "B".
6. The names and contact information of at least two (2) professional references, of which one (1) must be your current supervisor.



BRANT HALDIMAND NORFOLK  
CATHOLIC DISTRICT SCHOOL BOARD

**APPENDIX "A"**

**CANDIDATE APPLICATION FORM – PRINCIPAL AND VICE-PRINCIPAL**

Position Applied For: Elementary Principal Pool

Elementary Vice-Principal Pool

Secondary Principal Pool

Secondary Vice-Principal Pool

This information is being collected pursuant to the provisions of the Municipal Freedom of Information and Protection of Privacy Act and under the Authority of The Education Act, c. 129, s. 60 and will be used for the purposes of determining suitability, eligibility and qualifications for employment with the Board.

Name	
Current School	
Current Principal	
Current Superintendent	

Qualifications: (List Degrees/Courses and Year of Completion)

Academic	
Additional Qualifications	
At least one Religious Education Course (OECTA/OCSTA)	
Part 1 - Principal's Course	
Part 2 - Principal's Course	
Other	

Experience: (Teaching and Administrative)

School and Grades	Elementary	Secondary	Other	Number of Years

Total Number of Years' Experience to June of Current Year

This Board \_\_\_\_\_

Other Boards \_\_\_\_\_

Contributions to the System:

Additional Courses Completed Within the Past Five (5) Years:

Demonstration of Catholic Witness:

Community Involvement(s):

Reference Check Consent (to be completed by the candidate):

The names and contact information of at least two (2) professional references, of which one (1) must be your current supervisor are required as part of your application package.

I, \_\_\_\_\_ authorize the Brant Haldimand Norfolk Catholic District School Board to contact the person or organizations listed below for the purpose of obtaining reference information, including information contained in my personnel file(s). These persons are authorized to disclose such information.

Name	Position/Title	Telephone
_____	_____	_____
_____	_____	_____
_____	_____	_____
Date	Candidate's Signature	

What source did you hear about our Principal & Vice Principal job posting from? \_\_\_\_\_

Applicants should be aware of the following:

- The information obtained will be used to determine the immediate readiness of the candidate for Principal/Vice- Principal positions with the Brant Haldimand Norfolk Catholic District School Board;
  - The information obtained will be verified by appropriate personnel.
- 

I, \_\_\_\_\_, consent to the disclosure of all Principal/Vice-Principal selection process information to other appropriate Board employees and Board Members for promotion purposes.

\_\_\_\_\_

Date

\_\_\_\_\_

Candidate's Signature



BRANT HALDIMAND NORFOLK  
CATHOLIC DISTRICT SCHOOL BOARD

**APPENDIX "B"**

PERSONAL PHILOSOPHY OF  
CATHOLIC EDUCATION STATEMENT

Please describe your personal philosophy of Catholic education. In addition, state how you would use your particular skills and strengths to meet the challenges of the role for which you are applying. (1-2 pages)

LEADERSHIP - STUDENT ACHIEVEMENT  
STATEMENT

Describe a significant initiative(s) where your leadership resulted in improved student achievement. Describe the obstacles that you had to overcome during this initiative and how you overcame those obstacles. What did you learn about your leadership philosophy from this experience? Please reference current educational leadership research in your statement where applicable. (1-2 pages)