



**The St. Clair Catholic District School Board invites  
internal and external applications to:**

**Principal/Vice Principal Eligibility Pool  
(Internal and External Posting)**

The St. Clair Catholic District School Board is seeking exemplary, innovative and faith filled leaders for our Principal/Vice Principal Eligibility Pool at the elementary and secondary levels. Successful candidates will become an integral part of the leadership in our schools and have responsibility for advancing the Board's mission statement and strategic priorities.

**Qualifications**

- Registration in Ontario School Principal's Qualification Part 1 at the time of the interview
- Enrollment or completion of Religious Education Part 2
- Minimum 5 years successful teaching experience in at least two divisions

Qualified applicants are welcomed and application packages must include, but are not limited to, the following documents:

1. Current Pastoral Letter of Reference;
2. Curriculum Vitae;
3. Cover letter which includes a preference for either an Elementary or Secondary Position;
4. Copy of most recent Teacher Performance Appraisal or Vice Principal Performance Appraisal;
5. Philosophy of Catholic Education ([CLICK HERE](#))
6. Three professional references with current contact information.

*Employees of the St. Clair Catholic District School Board are expected to understand and support the Board's mission and strategic priorities and our individual roles in supporting Catholic education.*

**If Interested**

**Qualified applicants are invited to submit all documentation to:**

**James Duff, Executive Manager – Human Resource Services @ [james.duff@sccdsb.net](mailto:james.duff@sccdsb.net)**

Please submit your application electronically no later than **4:00 p.m. on Friday, August 19, 2022.**

Interviews for selected candidate will take place on **Thursday, August 25, 2022.**



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## Accommodation

The St-Clair Catholic District School Board is an equal opportunity employer and committed to employment equity, diversity, and inclusion. We welcome applications from all qualified candidates with a diverse of backgrounds and are committed to an inclusive and barrier-free selection process. We will accommodate the needs of the applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process; see Accessibility Standards for Customer Service Policy (<http://www.st-clair.net/policies.aspx>).

Please advise the Human Resource Services Department to ensure your accessibility needs are accommodated throughout this process. Information received relating to accommodation measures will be addressed confidentially.

## Thank You

We thank all applicants for their interest; however, only those selected for an interview will be contacted. The successful candidate will be required to provide a satisfactory Criminal Background Check as a condition of employment.

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Director of Education  
Scott Johnson

Chair of the Board  
John Van Heck

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