

Applications are invited for the position of:

**DIRECTOR OF EDUCATION and
SECRETARY-TREASURER OF THE BOARD**

Competition # 17-001

Approximate Effective Date: July 1, 2017

LOCATION: Catholic Education Centre, Timmins, ON

The Northeastern Catholic District School Board operates a Catholic school system that includes 14 schools, 350 employees, and a student population of approximately 2100 students. The jurisdiction of the Board includes the Cochrane District and the Timiskaming District and the operating budget is approximately 39 million dollars. The Head Office of the Board is located in Timmins, Ontario.

The Board is seeking a progressive individual who has broad experience in Catholic education. The successful candidate will:

- Have a minimum of 5 years of experience as a Supervisory Officer;
- Be a proven leader with a strong commitment to the Catholic faith, values, practices and beliefs, and the philosophy of Catholic education;
- Be sensitive to the unique history and culture of the Northeastern Catholic District School Board;
- Possess a collaborative leadership style that encourages the involvement and input of all members of the educational community;
- Possess superior communication, interpersonal and executive skills;
- Be respectful of all students, parents, clergy, staff and trustees as well as the members of the broader community;
- Build relationships and partnerships both within the system and with the broader community.

Applicants with a valid Ontario teaching certificate and Ontario Supervisory Officer qualifications are invited to submit a cover letter, a curriculum vitae, a statement of philosophy of Catholic education, a pastoral letter of reference from a Catholic parish priest, and the name and contact information of four references, one of whom must be a current pastoral reference. Applications marked "Personal and Confidential" will be received until 12:00 pm (noon) on Friday, March 3, 2017 by:

**Rick Brassard, Chair,
Northeastern Catholic District School Board,
383 Birch Street North, Timmins, Ontario P4N 6E8**

Applicants wishing to make any inquiry or who wish to submit an application electronically, should direct them to Rick Brassard at rbrassard@ncdsb.on.ca. Written authorization to contact references is to be included with the application in accordance with the Municipal Freedom of Information and Protection of Privacy Act. We are an equal opportunity employer.

**Rick Brassard
Chair of the Board**

**Glenn Sheculski
Director of Education**