



# YORK CATHOLIC DISTRICT SCHOOL BOARD

## Invites applications for the position of Associate Director

Under the general direction of the Director of Education, the Associate Director is responsible for providing leadership, support and direction for the delivery of adequate and appropriate services to schools.

In addition, the Associate Director leads the development, review and maintenance of the Board's Leadership Development Strategy and Policies.

### **Major Responsibilities:**

- Provide leadership and expertise to the Superintendents of Education: School Leadership (Secondary and Elementary) in the effective and efficient operation of school sites and to address any contentious issues as they arise.
- Oversee the Curriculum, Programs and Assessment Services to achieve and maintain the highest quality of educational programs to meet the changing education needs of students and to recognize new developments in education that also includes the pedagogical approach for appropriate use of technology.
- Oversee the Student Services programs that include a variety of special education programs and services in local schools to provide the appropriate support for students with academic, physical, spiritual, social and emotional needs.
- Oversee the development and maintenance of the Board Leadership Development Strategy.
- Recommend, implement and administer all Board policies through collaboration with the various stakeholders of the Policy Steering Committee and Policy Review Committee.
- Develop various reports, documents and related materials as well as maintain the Associate Director's office operating budget.
- Establish and maintain constructive communication and effective working relationships with various internal and external stakeholders.
- Initiate and lead various special projects throughout the year.

### **Qualifications and Experience:**

- Masters Degree, M.Ed or M.A. or related field
- Completion of Ontario Supervisory Officer Qualification
- Minimum 10 years teaching experience and 5 years in a senior leadership position.
- Member in good standing with the Ontario College of Teachers
- Specialist: Religious Education (Additional Basic Qualification Courses) or equivalent

### **Skills and Competencies:**

- Outstanding leadership skills, demonstrated in a variety of positions of responsibility
- A clear understanding of the Board's shared Vision
- Superior interpersonal and communications skills
- Ability to balance multiple and sometimes conflicting demands from various stakeholders
- Demonstrate a commitment to the preservation and strengthening of publicly funded Catholic education

**Interested applicants are requested to submit a cover letter and resume addressed to Ab Falconi, Director of Education. Applications must be submitted in care of Silvana Greco at the Catholic Education Centre, 320 Bloomington Road West, Aurora or by email at [silvana.greco@ycdsb.ca](mailto:silvana.greco@ycdsb.ca). Applications will be received by 4:00 p.m. on Friday, January 25, 2019.**

As a condition of employment with the York Catholic District School Board, successful candidates will be required to submit a satisfactory "Vulnerable Sector Screening" (criminal record check) prior to the commencement of any employment duties.

Pursuant to the Accessibility for Ontarians with Disabilities Act 2005 (AODA), please advise us prior to the posting closing date if you require accommodation at any time throughout the application process so the appropriate arrangements can be made.

The York Catholic District School Board is an equal opportunity employer committed to promoting an environment of diversity and accessibility.

#### **Mission Statement**

Guided by Gospel Values and Catholic Virtues, in partnership with home and Church, we educate and inspire all students to reach their full potential in a safe and caring environment.

#### **Vision Statement**

Our students will become creative and critical thinkers who integrate Catholic Values into their daily lives, as socially responsible global citizens.

Dominic Mazzotta  
Chair of the Board

Ab Falconi  
Director of Education