

PCODE - Executive Director Vacancy

Position Profile

May 2026

Key Duties

1. Articulate and communicate the role and value of PCODE
2. Ensure strong advocacy for public education and ensures that PCODE has strong representation through labour negotiations
3. Ensure PCODE is a strong advocate for OPSOA/CODE, fostering a collaborative and mutually beneficial working relationship with the ED and their board
4. Lead and coordinate a high quality Learning and Mentorship program for Directors of Education (and aspiring Directors), to include topics such as artificial intelligence leadership and integration, succession planning, and onboarding of new Directors.
5. Explore business qualifications, courses or programs for Directors.
6. Facilitate networking amongst PCODE members to support and share best practices, strategic thinking and responses to Ministry and other directives.
7. Liaising, advocating, and relationship building with the Ministry of Education with the goal of supporting members with the implementation of legislative changes (e.g. Bill 33, Bill 101, regulations, etc.)
8. Advocate and engage with key stakeholder organizations, (e.g., Ministry of Education, principal, supervisory officer, and trustee associations) regarding emergent issues related to Ontario public education in general and to PCODE in particular
9. Support the establishment of key priorities determined annually by the PCODE membership
10. Enhance the profile of PCODE and positions established by the membership
11. Engage, support and advise the all PCODE members, as well as the Chair and Executive Committee of PCODE
12. Consult and communicate regularly, both formally and informally, with the Executive Directors of PCODE's parent organizations - OPSOA and CODE
13. Provide support to members in need of assistance with individual and contractual issues
14. Provide leadership and organizational support for all PCODE events, including logistics, agendas, minutes, background and resultant reports, communication and action

Ideal Candidate

- Recently retired Director of Education (or about to retire) who is familiar with the current challenges and realities facing Public Directors of Education in Ontario

- Ability to proactively identify issues relevant to Directors of Education and listens to all voices
- Demonstrated ability to engage with high-stakes personal matters, ensuring strict confidentiality and fostering trust through tactful communication
- Communicates regularly and effectively with all members
- Proven, highly skilled mentor
- Strong attention to detail
- Political acumen for working with the government and various stakeholders
- Strong understanding of how to navigate the political landscape

Parameters of Position

The business of PCODE occurs through a number of scheduled meetings, conducted at a variety of Ontario venues and through teleconference and in-person opportunities. Outside of these scheduled events, much of the work of the Executive Director is conducted remotely, through various electronic means. The allocation of time within the overall allocation *must be* flexible, in accordance with event requirements and the changing issues facing the organization.

This is a one year contract with the possibility of extension to two years. Renewal is subject to a mutually developed annual performance review process conducted by the Executive Committee of PCODE and funding continuance. The Executive Director will hold a consulting services contract , with payment of approximately \$145,000*.

* No insured benefits are included in the contract; however, authorized expenses are reimbursed.

*(*Subject to annual review by the Executive Committee of PCODE)*

For more information on this opportunity please contact Curtis Ennis at ennisc@hdsb.ca or to submit your application in confidence to khanc@hdsb.ca by **Friday, June 12, 2026 at 4 pm.**

Only applicants being considered for the role will receive further correspondence.