



*The Niagara Catholic District School Board through  
the charisms of faith, social justice, support and leadership,  
nurtures an enriching Catholic learning community for all  
to reach their full potential and become living witnesses of Christ.*

*AGENDA AND MATERIAL*

## **SPECIAL BOARD MEETING**

**TUESDAY, AUGUST 27, 2013  
1:00 P.M.**

*FATHER KENNETH BURNS, C.S.C. BOARD ROOM  
CATHOLIC EDUCATION CENTRE, WELLAND, ONTARIO*



### **A. ROUTINE MATTERS**

1. Opening Prayers -
2. Roll Call -
3. Approval of the Agenda -
4. Declaration of Conflict of Interest -

### **B. COMMITTEE AND STAFF REPORTS**

1. Catholic Leadership: Superintendent of Education Pool 2013 B1

### **C. BUSINESS IN CAMERA**

### **D. REPORT ON IN CAMERA SESSION**

### **E. MOMENT OF SILENT REFLECTION FOR LIFE**

### **F. ADJOURNMENT**

#### ***BOARD BY-LAWS EXCERPT***

##### ***Special Meetings of the Board***

Special meetings of the Board shall be held by order of the Board, on the written request of three (3) trustees, to the Chairperson or the Director, on the call of the Chairperson, or at the request of the Director of Education. The trustees shall be given a twenty four (24) hour notice for special meetings except in emergency situations. Such meetings shall be called for specific reasons. Such subjects shall be stated in the notice calling the meeting. Notwithstanding any other provisions to the Board's By-Laws, no other business shall be considered at a special meeting other than the subjects stated in the notice.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
SPECIAL BOARD MEETING  
AUGUST 27, 2013**

***PUBLIC SESSION***

**TOPIC: CATHOLIC LEADERSHIP:  
SUPERINTENDENT OF EDUCATION POOL 2013**

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The Report on Catholic Leadership: Superintendent of Education Pool 2013  
is presented for information.

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Prepared by: John Crocco, Director of Education/Secretary-Treasurer  
Presented by: John Crocco, Director of Education/Secretary-Treasurer  
Date: August 27, 2013



## **REPORT TO THE SPECIAL BOARD MEETING AUGUST 27<sup>TH</sup>, 2013**

### **CATHOLIC LEADERSHIP: SUPERINTENDENT OF EDUCATION POOL 2013**

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#### **BACKGROUND INFORMATION**

In accordance with the Niagara Catholic District School Board Catholic Leadership Program, Catholic Supervisory Officers are key figures within the leadership team of the Niagara Catholic District School Board and are persons of faith, vision, commitment and leadership. As a member of Senior Staff, Catholic Supervisory Officers are principally responsible for the implementation of Government of Ontario Legislation; the Education Statutes and Regulations of Ontario; Ministry of Education Guidelines; Niagara Catholic District School Board Policies; and the Board's Mission Statement, Vision and Values as articulated within the Niagara Catholic Vision 2020 Strategic Plan.

Niagara Catholic Supervisory Officers are dynamic system leaders who demonstrate a strong commitment to Catholic education through involvement, support and leadership in schools, the system and within the Catholic community. Personal faith commitment is a fundamental criterion for leadership in Catholic education as a Supervisory Officer and will be evident through visible involvement within the community and/or parish.

Reporting to the Director of Education, Niagara Catholic Supervisory Officers will possess exceptional interpersonal and authentic Catholic leadership skills, extensive experience and knowledge in Catholic education and demonstrate superior organizational and communication skills.

As a member of Senior Administrative Council, Niagara Catholic Supervisory Officers provide active Catholic faith-filled leadership from Early Years through to Graduation within system and/or a Family of Schools portfolio. Within the collaborative leadership team of Niagara Catholic, Supervisory Officers assist the Director of Education in setting and implementing annual system priorities and operational directions for the Board, including program and services, system supervision, support and direction to assigned staff at the system or school level.

Throughout the stages of the selection process, evidence of strength in the following areas will be sought as stated within the Leadership Framework for Catholic Supervisory Officers:

- Catholic Faith, Community and Culture
- Setting Directions
- Building Relationships and Developing People
- Developing the Organization
- Leading the Instructional Program
- Securing Accountability

## **Superintendent of Education Pool 2013**

To meet current and any potential future needs of the Board, the Director of Education is establishing a Superintendent of Education Pool. Assignment to the Superintendent of Education Pool will be for two years renewable for a second two year term at the discretion of the Director of Education who will inform the Board.

### **Superintendent of Education – Position**

Reporting to the Director of Education, the Superintendent of Education will be responsible for, but not limited to:

- system leadership portfolio(s);
- Family of Schools leadership and supervision of school administrative staff;
- direct supervision of designated staff at the Catholic Education Centre or other Board sites;
- represent the Board on committees; and
- provide all additional leadership responsibilities as determined by the Director of Education.

### **Qualifications Required**

The following are the qualifications required at the time of application to the Niagara Catholic Supervisory Officer Pool 2013:

- Completion of the Ontario Supervisory Officer's Qualifications or currently enrolled in the Catholic Supervisory Officer Qualification Program (Superintendent of Education)
- Ontario College of Teachers Certification of Registration and Certificate of Qualifications
- Participating member of a Catholic Parish as attested through a current Pastoral Letter of Reference
- Minimum five (5) years leadership experience as a Catholic elementary or secondary Principal
- Specialist in Religious Education and Special Education or currently enrolled
- Demonstrated participation in a Catholic Parish as attested through a current Pastoral Letter of Reference.
- Demonstrated experience as an authentic, open, transparent and accountable leader.
- Demonstrated experience implementing Government of Ontario Legislation; the Education Statutes and Regulations of Ontario; Ministry of Education Guidelines; Catholic District School Board Policies; and a Board's Mission Statement, Vision and Values.
- Demonstrated ability to work effectively within a collaborative leadership team.
- Demonstrated ability to lead staff, collaborate with partners in Catholic education and community members.
- Demonstrated exceptional interpersonal and communication skills.

### **Niagara Catholic District School Board Superintendent of Education Application Process**

Interested applicants will be required to provide;

1. A complete Curriculum Vitae providing evidence of the qualifications required
2. A one-page statement of philosophy of Catholic Education which outlines past experiences and examples of personal commitment to Catholicism
3. A current written professional reference from the applicant's immediate supervisor\*
4. A current written Pastoral Letter of Reference\*
5. A current written professional reference from an applicant's colleague\*
6. The names addresses and telephone numbers of two (2) additional references from the applicant's current or previous work environment\*
7. A current copy of the candidate's Ontario Certificate of Qualification (OCT)
8. A copy of the most recent Performance Appraisal in one's current position
9. A copy of a recent Criminal Background Check (Vulnerable Sector Screening); and,
10. A valid driver's license, access to a vehicle and be able to travel as required to discharge one's duty as a Superintendent of Education.

\* Include written permission to contact references.

## Timelines

The following timelines for the selection of the Niagara Catholic Superintendent of Education Pool 2013 candidate(s) are as follows;

Date	Event
August 22 <sup>nd</sup> , 2013	Corporate Services and Communications will advertise the Superintendent of Education Pool Posting (Appendix A) through a Communications Notice to all staff; posting on the Board website; notification to the Ontario Catholic Supervisory Officer Association (OCSOA); Ontario Catholic School Trustees Association (OCSTA) advertising in newspapers and on-line job sites.
August 27 <sup>th</sup> , 2013	Information report to the August Special Board Meeting on the process and profile of Niagara Catholic Superintendent of Education.
September 6 <sup>th</sup> , 2013	Completed applications are due by 4:00 p.m. on September 6 <sup>th</sup> , 2013.
September 9 <sup>th</sup> , 2013	The Director of Education, in consultation with Senior Administrative Council will review all applications to determine which applicants shall be invited to proceed through the interview and selection process.
September 11 <sup>th</sup> to 20 <sup>th</sup> , 2013	Reference interviews conducted and in person interviews of candidates by the Director of Education and Senior Administrative Council.
September 24 <sup>th</sup> , 2013	Information report to the September 2013 In-Camera Board Meeting on the placement of successful candidate(s) in the Superintendent of Education Pool 2013 and selection of the Superintendent of Education by the Director of Education.

The Board of Trustees is invited to provide the Director of Education with input on the qualifications and profile of a Niagara Catholic Superintendent of Education as provided within this information report.

### *Appendix A: Niagara Catholic Superintendent of Education Pool Posting*

The Report on Catholic Leadership: Superintendent of Education Pool 2013  
is presented for information.

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Prepared by: John Crocco, Director of Education, Secretary / Treasurer

Presented by: John Crocco, Director of Education, Secretary / Treasurer

Date: August 27, 2013



# NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

*Nurturing Souls & Building Minds*

## SUPERINTENDENT OF EDUCATION

Niagara Catholic District School Board is a progressive and dynamic Board that offers exemplary Catholic education to 24,000 elementary, secondary and adult students throughout the Niagara Region.

Niagara Catholic Superintendents are system leaders, who demonstrate a strong commitment to Catholic education through involvement, support and leadership in schools, the system and within the Catholic community. Personal faith commitment is a fundamental criterion for leadership in Catholic education as a Supervisory Officer and will be evident through visible involvement within the community and/or parish.

As a member of Senior Administrative Council, Niagara Catholic Supervisory Officers provide active Catholic faith-filled leadership from Early Years through to Graduation within a system and/or a Family of Schools portfolio. Within the collaborative leadership team of Niagara Catholic, Supervisory Officers assist the Director of Education in setting and implementing annual system priorities and operational directions for the Board, including programs and services, system supervision, support and direction to assigned staff at the system or school level.

### Superintendent of Education Pool 2013

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7. A current copy of the candidate's Ontario Certificate of Qualification (OCT)
8. A copy of the most recent Performance Appraisal in one's current position
9. A copy of a recent Criminal Background Check (Vulnerable Sector Screening); and,
10. A valid driver's license, access to a vehicle and be able to travel as required to discharge one's duty as a Superintendent of Education.

\* Include written permission to contact references.

Applications (marked Personal and Confidential) will be received until **4:00 p.m. on September 6, 2013** by:

John Crocco, Director of Education  
Niagara Catholic District School Board, 427 Rice Road, Welland, ON. L3C 7C1

*Personal information about applicants is collected under the authority of Section 171 (10 (3) of the Education Act RSO 1990 and will be used to assess the suitability of applicants for employment with Niagara Catholic District School Board and to establish payroll and benefit files for the successful applicant. The successful candidate will be required to provide a satisfactory Criminal Records Check as a condition of employment.*