

The Protestant Separate School Board of the Town of Penetanguishene

Requires

1.0 FTE Vice Principal

The Protestant Separate School Board of the Town of Penetanguishene is seeking an exemplary leader for the Vice Principal position at our elementary school, Burkevale Protestant Separate School. Successful candidates will become an integral part of the leadership in our school, and have responsibility for advancing the Board's mission, vision and values to encourage all students to achieve their full potential. Applicants will be able to demonstrate that they can promote student achievement, can lead professional learning communities, and support our school in providing a safe and inclusive learning environment for all.

REQUIREMENTS:

- Ontario School Principal's Qualifications Part I and Part II (PQP) as per *Ontario Regulation 176/10* (Teachers' Qualifications) and the *Ontario College of Teachers Act*;
- Candidates currently enrolled in the PQP, and are within two years of completion, may apply and be considered for the position, in accordance with *Ontario Regulation 298*;
- Minimum of five years of successful permanent teaching in the province of Ontario in at least two divisions;
- Demonstrate classroom or administration excellence, as indicated through Performance Appraisals;
- Hold two Specialists or a Master's Degree;
- Demonstrated leadership experience in instruction and assessment;
- School-based or system-based leadership experience;
- Candidates for the position will have leadership experience.

CONDITIONS OF EMPLOYMENT:

- New employees to the PSSBP are required, by legislation, to submit a satisfactory Criminal Record and Vulnerable Sector Check;
- The Vice Principal position is a member of the Ontario Principals' Council (OPC), and further details of employment will be subject to the current Principal and Vice Principal Terms and Conditions of Employment that are in place.

APPLICATION PACKAGE:

Please submit the following documents:

- Cover letter
- Résumé
- Most recent Teacher Performance Appraisal
- Current Ontario Teaching Certificate
- Three (3) professional references with current contact information

Qualified candidates should forward their application package to:

Mr. Tim Overholt, Supervisory Officer

The Protestant Separate School Board of the Town of Penetanguishene

2 Poyntz Street, Box 107

Penetanguishene ON L9M 1M2 or via email: toverholt@pssbp.ca

Closing Date: Friday, May 15, 2026 @ 3:00pm

The Board welcomes employees from diverse communities, backgrounds, and identities and encourages applications from qualified members of these groups.

Candidates who apply are invited to self-identify if they are First Nations, Métis, Inuit, members of a visible minority group or a person with exceptionalities.

Persons with exceptionalities are invited to indicate accommodations needed for the selection process.

Upon request, this posting will be made available in large print.

Please call (705) 549-6422

Applicants are thanked for their interest in this position, however, only those selected for an interview will be contacted.