



## **Ontario Principals' Council Protective Services Consultant**

Your passion for improving public education will put you in kindred company with the Ontario Principals' Council. Through its mission to promote and develop exemplary leadership for student success in Ontario's schools, the organization serves the professional needs of Ontario's public school principals and vice-principals, develops and presents workshops on current professional issues and authors advisories, articles and resources for school leaders. OPC is a voluntary professional organization with more than 5,000 Members. Its services to its Members, and the broader educational community, include professional counselling for principals and vice-principals, professional learning opportunities and input into education policy decisions.

With your broad perspective of education in Ontario acquired through elementary and/or secondary school administration, you will have the requisite credibility and credentials to offer valuable professional counsel to principals and vice-principals. In addition to providing one-to-one support and advice as well as topical group workshops, you will have the chance to build on OPC's current offerings with ideas for new, state-of-the-art services that will help to advance public education in Ontario. As a member of OPC's Senior Staff, you will support the work of the Executive and Council, and offer your insight into the issues affecting principals and vice-principals working in schools.

In addition to your experience with school board and provincial level initiatives, you have developed a sound understanding of the legal issues facing Ontario principals and vice-principals. A team player with outstanding people skills, your creativity, thought leadership and presentation skills will engage and support OPC Members and help them to achieve even greater standards of excellence in public education.

Reporting to the Executive Director and working as a member of both the Protective Services Team and the Senior Staff at the OPC, the Protective Services Consultant will provide advice and support to OPC Members, represent Members in workplace investigations and discipline matters, develop relationships with school board leadership teams to enhance Member support, and build on and extend the OPC's reputation for the development and delivery of relevant, responsive professional learning for principals and vice-principals in Ontario. There is a salary range for this position beginning at \$150,000 per annum.

### **The Protective Services Consultant will**

- be a vital part of the OPC's Senior Staff, not only in support of our Protective Services Team but for the OPC as a whole
- work out of the OPC office in Toronto

## Success Criteria

The Protective Services Consultant will have

- significant experience as a principal or vice-principal; experience in both panels would be an asset but is not required
- a thorough knowledge of Ontario's education sector, including legislation, regulations, and Ministry and school board policies
- strong communication skills, including an ability to listen empathetically and respond clearly with accurate advice, as well as to advocate for Members with school board senior staff
- an aptitude for consultation and team work
- the ability to keep a database up-to-date by recording important details from each call and including a record of the advice provided
- other leadership opportunities in Ontario's public education system would be an asset.

## Application Process

Applicants are asked to submit

- A letter of application (cover letter)
- A curriculum vitae
- Contact information for two professional references

**Complete application packages** must be received electronically or in paper format at the OPC office no later than **4:30 pm on Thursday, April 18, 2019**. Applications should be marked to the attention of Judith Peden, Office Manager at [jpeden@principals.ca](mailto:jpeden@principals.ca) or mailed/faxed to Judith at

20 Queen St. W., Suite 2700, P.O. Box 7  
Toronto, ON M5H 3R3  
Fax: 1-866-412-5976

Applicants being considered for interviews must be available for interviews on **Tuesday, May 14, 2019**.

The OPC is committed to accommodating the individual needs of job candidates, in accordance with the *Accessibility for Ontarians with Disabilities Act (AODA)*, Integrated Accessibility Standards Regulation 191/11, within our recruitment processes and our skills assessment testing practices. Disability-related accommodations during the recruitment and selection process are available upon request.

The OPC is an equal opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to age, ancestry, colour, race, citizenship, ethnic origin, creed, disability, family status, marital status, gender identity, gender expression, sex, sexual orientation, and all other prohibited grounds of discrimination under the Ontario Human Rights Code.