

March 27, 2025

Notice of Vacancy

Position: Associate Director of Education

Salary Range: In accordance with Halton District School Board Executive Compensation Plan

Location: J. W. Singleton Education Centre

Work Schedule: 35 hours/week, 12 months/year

Effective Date: Negotiable

Organization:

The Halton District School Board (HDSB) is a provincial leader in student achievement and excellence. Together, more than 11,000 staff serve more than 66,000 students in 91 elementary and 18 secondary schools in the communities of Burlington, Halton Hills, Milton and Oakville.

Position Summary: Reporting to the Director of Education, the Associate Director of Education develops a collegial and collaborative learning and working environment where staff and stakeholders fulfill the Halton District School Board's commitment to every student. The Associate Director fosters an environment that inspires and supports learning; creates safe, healthy, inclusive and engaging environments, provides opportunities for challenge and choice, and prepares students for success. The incumbent holds direct responsibility for the leadership of the Superintendents of Education (Schools and Programs) who collectively hold responsibility for 91 elementary, 18 secondary schools and a student population that exceeds 66,000 within the Halton Region (Burlington, Halton Hills, Milton and Oakville). In addition, the Associate Director of Education provides oversight of the Communications & Engagement and Research departments.

Responsibilities Include:

Supports the Director of Education by operationalizing the Multi-Year Strategic Plan.

Learning, Engagement and Achievement

- Promotes student achievement through the implementation of research-based strategies as aligned with the Halton District School Board's Multi-Year Strategic Plan and the Operational Plan.
- Leads the appropriate implementation of programs and services initiatives in all schools. Monitors performance and seeks efficiencies continuously.
- Ensures every student develops transferable skills and reaches their potential throughout their unique learning journey.
- Expands and promotes diverse learning opportunities and educational pathways tailored to students' interests and aspirations.
- Empowers and amplifies student voices in decision-making.
- Provides staff with access to evidence-informed training and professional learning that supports professional growth and student success.

Human Rights, Equity and Inclusion :

- Reduces achievement and opportunity gaps by continuing to provide environments that promote success for students and staff with complex intersecting identities, diverse experiences and varying socioeconomic circumstances.
- Honours the diverse identities within the community, ensuring equitable access for all.

Mental Health and Well-Being

- Builds and maintains healthy relationships and supportive and safe environments.
- Demonstrates respect for others and contributes to the continued development of respectful and inclusive learning and work environments; contributes to a community where everyone belongs and feels safe.
- Promotes and supports the mental well-being of students and staff.

Environmental and Global Citizenship

- Emphasizes opportunities for students to develop future-ready skills, including critical thinking, creativity, problem-solving, empathy, adaptability and environmental stewardship.
- Leverages technology mindfully to support and enhance intellectual and social development.
- Incorporates the United Nations Sustainable Development Goals into learning and work environments.

Indigenous Rights and Education

- Advances student and staff education in Indigenous Rights, truths, responsibilities and reconciliation.
- Amplifies and enhances the presence of Indigenous voices.
- Addresses systemic barriers to support student success and the achievement of Indigenous students.

Kindness, Connection and Community

- Emphasizes a culture of kindness that supports grassroots initiatives to actively shape and sustain compassionate and supportive spaces.
- Models behaviour that inspires empathy, respect and positive connections at every level of the organization.
- Strengthens relationships among students, staff, families, communities and beyond to support positive engagement.

Team Leadership

- Mentors and develops leadership skills within members of the Superintendent team and prioritizes learning.
- Recognizes team members' strengths and accomplishments in support of succession planning.
- Gives honest feedback and ensures the accountability of the team.
- Balances complementary strengths in teams.
- Builds respectful, diverse and inclusive workplaces.
- Addresses the concerns of parents and community on matters that have been escalated through Superintendents.

Strategic and Operational Planning

- Provides strategic direction and advice to the Director of Education.
- Oversees the Communications & Engagement and the Research departments.

- Provides operational and student achievement data.
- Implements operational plans related to student achievement goals.
- Directs the implementation and reporting on a variety of Ministry-funded initiatives.
- Promotes innovative approaches to deal with fiscal restraint.
- Fulfills the responsibilities of the Director of Education in the absence of, and as determined by, the Director of Education

Position Requirements:

- Membership in good standing with the Ontario College of Teachers
- Successful completion of a Supervisory Officer's Certificate
- Strong understanding of legislative and regulatory requirements related to the education sector
- Strong political acumen
- Excellent leadership and team management abilities
- Successful leadership experience applied within an educational setting
- Expertise in curriculum development, assessment and instruction
- Demonstrated leadership collaborating and relationship building with a variety of community stakeholders of diverse identities
- Deep understanding of youth culture and the principles of youth engagement
- High level of credibility among peers and within the education system
- Reputation for prioritizing continuous improvement
- Effective communication and interpersonal skills
- Adaptable and collaborative

Applications, along with your resume and other supporting documents must be submitted through Apply to Education by:

4:00 p.m. on Thursday April 17, 2025

Job Code: 3928897

If you experience technical difficulties please connect with info@simplication.com. If you have questions regarding the recruitment process please connect with Dixon Mohammed, mohammedd@hdsb.ca

Applicant Self Identification Questions:

As part of the recruitment and selection function, the HDSB will collect voluntary self identification data from applicants in accordance with the Ontario Human Rights Code, HDSB's Teacher Hiring Practices Administrative Procedure, and Ontario's Anti Racism Data Standards:

Personal information on this form is collected under the authority of the Anti-Racism Act, 2017, S.O. 2017, c. 15, in compliance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56. In accordance with HDSB's Employment Equity Policy, personal information collected on this form will aim to achieve an inclusive, diverse and representative workforce. It works to intentionally identify and remove barriers for equity-deserving communities at each stage of the hiring process. Encouraging diversity of the workforce in the school board is vital because the workforce should be reflective and representative of the community.

Although hiring policies must adhere to the qualification requirements set out in applicable Regulations (eg. Regulation 298, "Operation of Schools – General") and any

applicable collective agreement provisions, the Board recognizes the importance of the following when developing its selection and evaluation criteria:

- valuing applicants' additional experiences, lived experience, skills, backgrounds and perspectives;
- granting first consideration, where the skills, ability, and qualifications of the applicants are relatively equal, to applicants who self-identify as members of historically under-represented communities.

We encourage you to complete our voluntary applicant self-identification questions. This data will inform our understanding of the diversity of our applicant pool as well as the progress of applicants throughout the hiring process. This data will inform our goals, strategies and actions and our progress towards creating and sustaining an equitable workforce. Be advised that any information that you provide in response to these questions may be referred to during the hiring process for this position, and may be shared with the hiring manager and/or committee members responsible for the hiring process.

The section includes questions from Ontario's Anti-Racism Data Standards (Standards, 2017). The Standards were established to help identify and monitor systemic racism and racial disparities within the public sector. The Standards establish consistent, effective practices for producing reliable information to support evidence-based decision-making and public accountability to help eliminate systemic racism and promote racial equity (adapted from Ontario's Anti-Racism Data Standards, 2017).

Questions about this collection may be directed to Dixon Mohammed, Manager of Recruitment, Selection and Staffing, mohammedd@hdsb.ca

Accommodation:

Upon request, we will provide reasonable accommodations for candidates who have temporary or permanent disability, or who otherwise require accommodations based on the protected grounds highlighted in the Ontario Human Rights Code in respect to the recruitment and selection process.

Wellness:

The HDSB is committed to providing a respectful and healthy work environment.