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|  | **Vice-Principal Application** |

Competition # **23-300** Closing Date & Time: **Tuesday January 31st, 2023 at 4:00pm**

❑ **ELEMENTARY** ❑ **MIDDLE** ❑ **SECONDARY**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_

Present position & location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell: \_\_\_\_\_\_\_\_\_\_\_\_ \_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This application package must be complete in order to be reviewed by the Short-listing Committee. **Human Resources will screen out any package that is incomplete, lacks clear documentary evidence of qualifications, or does not reflect a high performance standard.**

*Prior to completion of this package, please review* [***Regulation 2213***](https://www.sd61.bc.ca/our-district/documents/name/regulation-2213-selection-transfer-assignment-evaluation-and-professional-learning-of-vice-principals/) *- “Selection, Transfer, Assignment, Evaluation and Professional Learning of Vice-Principals”.*

The following application checklist is provided to assist you. **Please submit this application checklist with your attached documents in the following order:**

* **Cover letter**
* Include a philosophical statement regarding your leadership as it pertains to education today.
* **Résumé**
* Include professional development (leadership and pedagogy) and/or professional leadership accomplishments within the past three years.
* State years of K-12 school teaching experience and level.
* State years of administrative experience and level.
* **Copy of most recent Evaluation Performance Report or a current letter from your supervisor with a description and assessment of your current work**
* If no evaluation report is available, please include a detailed summary analysis of your work performance by your present employer/supervisor (underline key statements which pertain to your accomplishments in relation to District Evaluation Criteria).
* **Copy of Master’s Degree** (or proof of current enrolment).
* **Copy of BC Ministry of Education teacher card**.
* **List of three professional references**
* Include current immediate supervisor.
* **Include signed authorization** for District to contact references in addition to those provided and authorize so contacted to release information to the District.

***Please send complete package to:***

Human Resource Services, Greater Victoria School District #61, 556 Boleskine Road, Victoria, BC V8Z 1E8

Or fax: 250-475-4113 / Email: [hrs@sd61.bc.ca](mailto:hrs@sd61.bc.ca)

***Please do not bind or coil your application package.***

Website: [www.sd61.bc.ca](https://www.sd61.bc.ca)