



VICE-PRINCIPAL APPLICATION

Competition # **24-100** Closing Date & Time: **Friday, January 12, 2024 at 4:00 p.m.**

☐ **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](#) - "[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 (if any).
- ☐ **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.

Please send complete package to:

Human Resource Services, Greater Victoria School District #61

by Email: hrs@sd61.bc.ca

Please do not bind or coil your application package.

Website: www.sd61.bc.ca