



VICE-PRINCIPAL APPLICATION

Competition # 25-100 Closing Date & Time: Friday, November 22, 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 the current immediate supervisor.
- Include signed authorization for the District to contact references in addition to those.

Please send complete package to:

Human Resource Services, Greater Victoria School District #61,

by Email: supportjobs@sd61.bc.ca

Website: www.sd61.bc.ca