

VICE-PRINCIPAL APPLICATION

Competition # 26-100 Closing Date & Time: **Monday, January 12th, 2026 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 – in alignment with Vice Principal DEAP posting.**

- Professional leadership accomplishments (with emphasis on Culturally Responsive learning environments and Diversity, Equity, and Inclusion.) within the past three years.
- Professional development (with a focus on the implementation of Ministry and District goals, and School Plans) within the past three years directly related to student learning.
- 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 and the Vice Principal DEAP posting).

☐ **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

By Email: supportjobs@sd61.bc.ca

Please do not bind or coil your application package.

Website: www.sd61.bc.ca