

## **Information Package – Application for Principal / Vice-Principal**

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This information package is intended to share information about the application process.

The Burnaby School District is committed to meaningful actions that further Truth and Reconciliation and we are honoured to be doing this work on the unceded and ancestral lands of the hən̓q̓əmin̓əm' and skwxwú7mesh speaking people. We acknowledge the stewardship of these lands by the xʷməθkʷəy̓əm, Sḵwxwú7mesh, and sə́ lílwətaʔt Nations.

We have exceptional talent in our District and pride ourselves on being an engaging, collaborative, and supportive employer, as well as a progressive leader in education.

Our school-based leaders are instrumental in setting clear direction; providing instructional leadership; implementing and improving educational programs and assessment that support positive student outcomes; building community; creating safe and caring schools; embedding cultural leadership in school goals, and effectively supervising and supporting staff.

### **Qualifications:**

- Possess or enrolled in a master's degree in an area such as Supervision of Instruction, Program & Curriculum Development or Administration or a related field.
- Hold a valid B.C. Professional Teaching Certificate.
- Recent, successful administrator or teaching experience.

### **Responsibilities:**

- Administrative Management- effectively supervise and support teaching and support staff; oversee the day-to-day operations including communications and human relations in a complex unionized environment; ensure compliance with British Columbia Ministry of Education regulations, policies, and guidelines.
- Educational Leadership - work as a member of the district's educational leadership team; develop and communicate a clear vision for the school's educational goals and objectives. Instructional Leadership - monitor and assess student progress and implement strategies for improvement as necessary.
- Student and Staff Support- provide guidance and support to students, staff, and parents by addressing academic, behavioral, and social concerns; foster a safe, positive, and inclusive school culture that promotes academic excellence, social development, overall student well-being, and a respectful learning and work environment.
- Community Engagement- work cooperatively with parents, professionals, and community service agencies; act as a liaison between the school and the community, promote positive relationships and understanding.

- Cultural leadership - lead, guide, and embed equity practices and Indigenous perspectives in school goals with the intent to promote diversity, inclusion, and cultural safety.
- Professional Development- continuous learning and development of current educational trends, educational methods and research, new teaching methods, and the use of technology to enhance instruction; equity, diversity, inclusion, and Reconciliation; support and encourage professional development opportunities for teachers and support staff.

### **Application Information:**

Successful applicants for this position will be able to demonstrate the education, experience and professional development noted in the **selection criteria**. Applicants will be asked to describe their education, experience, and professional development as it relates to the selection criteria in their cover letter and/or resume. Only those applicants that have a full application will be considered.

### **Application:**

- A cover letter which includes a description of the applicants' education, experience, and professional development as it relates to the **selection criteria**.

A comprehensive resume which reflects the applicants' education, experience, and professional development to assist the panel in assessing suitability for the position.

- A maximum of three current letters of reference; one reference must be from a current supervisor. References are sent directly to Human Resources. Referees should comment on the applicants' demonstrated abilities as they relate to the selection criteria.
- Copies of certificates (i.e., professional credentials)

The Burnaby School District values inclusion and embraces diversity as a strength. Our goal is for all individuals to feel a sense of belonging in a safe, supportive, and welcoming community. We encourage applications from all qualified individuals, including Indigenous, Black, people of colour, all genders, LGBTQ2+ and persons with disabilities.

### **The following documents are not required:**

- Evaluations
- Transcripts
- Criminal Record Checks

All applications are to be submitted through Make a Future [www.makeafuture.ca](http://www.makeafuture.ca)

**How to apply:**

1. Register on Make a Future: <http://www.makeafuture.ca>
2. Create a profile.
3. Click on Job Postings then click Search.
4. Select the Job you are qualified for.
5. Answer ALL job posting questions then click Apply.
6. Upload ALL supporting documents.
7. You will receive a confirmation email once your application has been submitted.

**Timeline:**

- The application submission deadline will be noted on the job posting.
- Shortlisted candidates will be provided an interview date, time, and location.
- Interviews will be held at the Burnaby Schools District Office. The interview panel will include an Assistant Superintendent, a Director of Instruction, and a Principal.

The Burnaby School District is committed to creating and maintaining an accessible work environment for all members of its workforce. Within this hiring process we will make efforts to create an accessible process for all candidates (including but not limited to people with disabilities). Confidential accommodations are available on request by contacting Ravneet Dosanjh, by email at [Gisele.Morgan@burnabyschools.ca](mailto:Gisele.Morgan@burnabyschools.ca)

**Questions:**

Any questions during the application and recruitment process can be directed to Human Resources at [humanresources@burnabyschools.ca](mailto:humanresources@burnabyschools.ca).