

Coquitlam School District No. 43 – Position Posting

Principal and Vice Principal Positions

Coquitlam School District invites applications for Principal and Vice Principal positions from individuals who are seeking challenging educational leadership opportunities. Upcoming vacancies are anticipated at all levels (Secondary, Middle, and Elementary).

As the third largest school district in the province, we are located within a 40-minute drive from downtown Vancouver. The school district has a population of 34,500 students with approximately 4,400 teaching, administrative, managerial and support staff. Our school district values a coordinated, collaborative approach to working with our students, parents, community partners, the public, and employee groups. School District 43 (Coquitlam) values diversity in the workplace and strives to honour each person's unique lived experiences. We welcome and encourage applications from candidates with varied backgrounds, cultures, races, abilities, and intersectionality.

Principals report to the Superintendent of Schools and Assistant Superintendents, while Vice Principals report to the Principal of their school. Both positions are responsible for a variety of duties, and provide supervision of the schools' programs, services, students, and staff, with the Vice Principal role in an assistant capacity. Principals and Vice Principals also provide instructional leadership, support the learning of students, and are knowledgeable about curriculum, assessment, and instructional strategies. In addition, they develop professional development opportunities for staff, aid in the selection and placement of staff and assist in the budgetary process.

The successful candidate will have effective interpersonal, supervisory, communication and organization skills with a proven ability to work and manage effectively in a unionized setting. They will have a demonstrated commitment to professional development and continual growth as an educational leader.

REQUIRED EDUCATION AND EXPERIENCE

- Minimum of five complete years of successful teaching (not including teacher-on-call) and/or administrative experience;
- For a Principal position, a completed Master's degree, coupled with previous experience in an administrative role;
- For a Vice Principal position, evidence of enrollment in a Master's program, or a completed Master's degree;
- A strong belief and commitment to, as well as experience, in public education;
- British Columbia Teacher Regulation Branch (BCTRB) certification or eligible for certification;
- Familiarity with the technology used in supporting student learning and experience with differentiated teaching practices related to inclusion, diversity, and teaching students with exceptionalities;

- Knowledge of current curriculum, instruction, and assessment strategies.

APPLICATIONS

Salary is set by BCPSEA (British Columbia Public School Employers Association) and is dependent on experience. The salary range for principals is \$153,567 - \$170,955 and vice principals is \$134,708 - \$149,960 dependent on level placement at Elementary, Middle, or Secondary and is complimented with a generous benefits package.

The successful applicant will be required to complete a municipal criminal record check in addition to the criminal record check required through the BCTRB.

Please visit our website (www.sd43.bc.ca) for detailed job descriptions and to preview our Leadership Framework including our 14 Key Competencies for specific information on leadership in our school district.

Your application with a maximum of 10 pages **must** include:

- Cover letter*, resume, proof of enrollment in Master's program (in progress) **or** proof of a completed Master's degree.
*please specify which position(s) you are applying for in your cover letter.
- **Two** Vice Principal Reference Documents – (blank form found [HERE](#)) completed by two professional referees, one of which must be your current supervisor. A referee who completes a Reference Document can be the same person as a professional reference contact.
- **Three** professional reference *contact names* (including email and telephone contact information). Please identify your current supervisor in your list of references.
- **Please do not submit reference letters.**

**Please do not submit an application package with more than 10 pages
as it will not be considered.**

To apply, please click on the following link:

[Make A Future](#)

Applications must be received no later than Thursday, September 18th, 2025, at 4:00 pm.

The district appreciates the interest expressed by all applicants, but only those selected for an interview will be contacted.

"The deliberations of employees, and Committees used to screen and consider job applications, shall be kept in strict confidence, and shall not be disclosed to any person except as required by law. Personal references, recommendations and evaluations collected or generated by Board employees and Committee members as part of the Board's hiring processes (other than references whose authorship and content is already known to the job applicant) shall be treated as having been supplied in confidence to the Board for the purposes of the *Freedom of Information and Protection of Privacy Act*."