

Coquitlam School District No. 43 – Position Posting

Vice Principal Positions

Coquitlam School District invites applications for 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 34,300 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.

Vice Principals report to the Principal of their school and are responsible for a variety of duties. Vice Principals provide supervision of the schools' programs, services, students, and staff in an assistant capacity to their Principal. Vice Principals also provide instructional leadership, while supporting 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 candidates 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.
- 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 vice principals is \$134,708 - \$149,960 dependent on level placement at elementary, middle, or secondary and is complemented 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 for detailed job descriptions and to preview our Leadership Framework including our 14 Key Competencies for specific information on leadership in our school district.
www.sd43.bc.ca/districtoffice/jobopportunities

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.
- **Two** Vice Principal Reference Documents (blank form attached, or click [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 and create a user account/profile. [Sign In - External Job Posting](#) Under My Profile, please ensure you complete your Applicant Profile including the [Principal/VP Questions](#) section. Once you have completed your profile you will have access to the job postings.

Applications must be received no later than Wednesday, April 30th, 2025, at 4:00 pm.

Applications that are incomplete or over the maximum number of pages will not be considered. The district appreciates the interest expressed by all applicants, but only those selected for an interview will be contacted.

**Applicants interviewed in our Fall 2024 Vice Principal / Principal recruitment process
will not be considered for this recruitment.**

"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*."

School District. No 43 (Coquitlam)
Vice Principal Reference Document

Candidate Name: _____	Date: _____
Referee Name: _____	
Referee Position/School/District: _____	
E-mail or Phone: _____	

This form is in lieu of the previous requirement for a vice principal applicant to submit two written reference letters as part of their application package. Please do not write a letter for any vice principal applicants.

Each applicant is required to have this form completed by two referees and to submit the forms themselves, along with the rest of their application by the deadline noted on the posting.

Using the SD 43 Leadership Framework, please provide information on the applicant’s skills and abilities in the following areas:

Demonstrated ability as an Ethical Leader including:

Competency 1: Moral Purpose ; Competency 2: Inclusion of All Partners ; Competency 3: Cycle of School Improvement; and Competency 4: Decision Making based on Moral and Ethical Purposes

☐ Excellent ☐ Good ☐ Satisfactory ☐ Developing ☐ Insufficient Evidence

Additional comments (not required):

Demonstrated ability as a Relationship Builder including:

Competency 5: Self Reflection and Self Assessment; Competency 6: Communication and Interpersonal Skills; Competency 7: Leading the Development of Culture and Community; and Competency 8: Leading through Change, Challenges and Crises

☐ Excellent ☐ Good ☐ Satisfactory ☐ Developing ☐ Insufficient Evidence

Additional comments (not required):

Demonstrated ability as a System Leader including:

Competency 9: Management; Competency 10: Organization and Planning; and Competency 11: Applied Data Literacy

☐ Excellent ☐ Good ☐ Satisfactory ☐ Developing ☐ Insufficient Evidence

Additional comments (not required):

Demonstrated ability as a Leader for Learning including:

Competency 12: Deep Understanding of Pedagogy; Competency 13: Learner Focused Culture; and Competency 14: Education Technology to Enhance Learning

☐ Excellent ☐ Good ☐ Satisfactory ☐ Developing ☐ Insufficient Evidence

Additional comments (not required):

Upon completing this form, please provide it back to the applicant - please do not submit it to the ELC on the applicant’s behalf.