

SECONDARY PRINCIPAL

THE VANCOUVER SCHOOL BOARD WELCOMES APPLICATIONS FOR THE POSITION OF:

SECONDARY PRINCIPAL

Combine your passion for education and leadership.

Salary: \$162,260 to \$170,955

Working Conditions: In accordance with the Secondary Principal/Vice Principal Terms and Conditions of Employment

THE ORGANIZATION: VANCOUVER SCHOOL BOARD (SCHOOL DISTRICT 39)

With deep gratitude and respect, we are honoured to be learning and unlearning on the ancestral and unceded lands of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh Úxwumixw (Squamish Nation) & salilwətaʔ (Tsleil-Waututh Nation).

At the VSB, we are proud to provide exceptional learning experiences for students. As a large, urban school district, VSB is one of Canada's most diverse school systems.

We embrace Indigenous ways of knowing and learning and work to expand Indigenous perspectives across the curriculum and within our 110 schools and programs, where more than 50,000 students learn and grow.

Equity and inclusivity are at the forefront of our approach to education. More than 7,700 staff work to create learning environments where every student thrives by prioritizing students' needs, applying evidence-informed practices and building relationships. VSB's culture reflects the diversity of our city. Students enrolled in VSB come from varied backgrounds and lived experiences and are encouraged to explore and share their unique selves and gifts. Our commitment to students goes beyond academics. Students' overall well-being and sense of belonging are equally important. We strive to build a school system where every student can be their authentic self and succeed throughout their learning journey. In doing this work, we champion equity and accountability by making evidence-based decisions. As a learning organization, humility is our guidepost as we seek to continually improve student outcomes in service to them, their families, and the broader community. Our work is guided by the VSB [Education Plan](#). For more information about our school district, visit <https://www.vsb.bc.ca/>.

THE OPPORTUNITY: SECONDARY PRINCIPAL

In this critical secondary leadership position, you will work alongside the district leadership team in aligning school goals with district direction and working towards the District's [Education Plan](#). You will spearhead sustainable initiatives to improve student achievement and create a safe, caring, and inclusive school culture. Fostering an environment of instructional excellence based on research and best practices will be high on your list of priorities, as will inspiring staff to engage students in reaching their full potential. You have a deep understanding and appreciation of diversity, which is exemplified in your daily practice.

Alongside employees, inherent rightsholders, and stakeholders, you will articulate a strong educational vision and operationalize this vision into a well-defined and continually improving school plan. As part of your non-educational responsibilities, you will oversee procurement, the maintenance of student records, and the coordination of activities, timetables, and schedules.

You bring a lengthy and impressive list of skills and abilities including a well-developed sense of organization, strong problem-solving, and conflict resolution skills. You have a solid understanding of school governance and its influence on school operations. Incredibly accomplished in working with others, you are able to exercise your supervisory authority seamlessly and respectfully within a highly complex unionized environment, as well as meaningfully engage parents/guardians in the life of the school. Your skillful ability to motivate others and self-reflect will be key to building strong school and community relationships. Your ability to manage time and administrative tasks efficiently will also be critical as you support the school community. As an active listener, you value the input of stakeholders and enjoy communicating in an open and transparent manner.

The District welcomes qualified applicants who value equity and diversity as essential to excellence. The distinct makeup of the VSB community strives to support the inclusion of all voices. The VSB community is for everyone, and you may wish to share some lived experiences that demonstrate your connections to our diverse community.

Along with a Master's Degree in a related field, you hold a valid B.C. Professional Teaching Certificate, have successful performance evaluations, and a positive employment record free of discipline and regular attendance. You will highlight your dynamic portfolio of experiences which you have gained through working in a variety of schools, communities, and roles.

Successful applicants for this position will demonstrate personal experience and understanding of the attached selection criteria ([Secondary Principal Selection Criteria](#)). Please include in your **cover letter** a brief description of your lived experiences and beliefs as they relate to the selection criteria and the District's [Education Plan](#).

Qualified applicants are invited to **apply online on Make a Future** at <https://buff.ly/esq7uYk>. Applications should be received by **4:00 pm Friday, October 24, 2025 (PST)**.

Shortlisted candidates will be interviewed the week of **November 17, 2025**.

Your application must include:

- A cover Letter aligned to the job description
- A comprehensive resume
- A **maximum** of two (2) pages of supporting documentation
- Names, emails and phone numbers of three professional references including your current and previous direct supervisors. References may be contacted at any time during the application process.

Please Note:

- Candidates who applied to the secondary vice-principal position in March of 2025 and were not shortlisted will not be considered for interviews during this round.
- The following documentation is **NOT** required, and we kindly ask that you **do not** include it with your application: certificates, evaluations, transcripts, criminal record checks
- If you have previously applied to any position using Make a Future, ensure you review and update documents on the site and remove any documents that do not align with this role.

HOW TO APPLY:

1. Register on Make a Future: <http://www.makeafuture.ca>.
2. Create a profile under the category Teachers & Administrators.
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.

Additional Information for Applicants:

As a public body, the personal information provided in this application is collected and used by the Vancouver School Board ("VSB") in accordance with section 26(c) of the Freedom of Information and Protection of Privacy Act ("FIPPA"), RSBC 1996, c.165, as amended. This information will be used by VSB staff for the purpose of evaluating your qualifications, experience, and suitability for this position. It may also be used to verify the information provided, conduct reference checks, and/or contact you about next steps in the job competition. Pursuant to section 30 of FIPPA, the VSB takes reasonable security measures to protect the personal information within its custody and control, including what has been provided in this application. Should you have any questions about the collection and use of your personal information, please email recruitment@vsb.bc.ca.

The VSB has been given approval from the Human Rights Tribunal for a Special Program under s. 42(3) of the Human Rights Code. Under this special program, the VSB seeks to preferentially hire Aboriginal persons to a variety of teaching positions. Therefore, each applicant may wish to provide, on a voluntary basis, information whether they self-identify as an Aboriginal person.