



# ST. MARY'S SCHOOL

8909 Mary Street, Chilliwack, BC V2P 4J4

Tel: [604-792-7715](tel:604-792-7715)

[www.saintmarysschool.ca](http://www.saintmarysschool.ca)

## Teaching/Vice Principal St. Mary's Elementary School, Chilliwack

### Overview:

At St. Mary's School, the Vice Principal position provides an exceptional opportunity for CISVA administrative development. This role is designed for individuals actively pursuing or considering becoming a CISVA Principal. Demonstrated commitment to a Master's Degree program, CISVA Leadership sessions, and personal leadership development are essential attributes for this position. In accordance with CISVA policy 308, this position is a four-year term, renewable for an additional term.

**The Vice Principal is encouraged to apply for the CISVA Principal pool during their first term.**

- For the first year (2024-2025 school year), the position is a 100% Vice Principal role. The successful candidate will enter into a 1 FTE Vice Principal role and salary adjusted to reflect 1 Vice Principal as per CISVA salary scales.
- For the next 3 years (2025 to 2028 school years), the position is a 0.2 FTE Vice Principal role and 0.8 FTE Teacher role. The candidate salary will be adjusted to reflect a 0.2 Vice Principal and 0.8 Teacher role according to the CISVA salary scales.
- It is mandatory that the position be posted for the teaching staff every four years.

### Job Duties:

The Vice Principal at St. Mary's School will:

- Assume the operational duties of the Principal when the Principal is out of school for the day, communicating with the Principal on any emergencies or serious discipline issues.
- Assume the duties of the Principal, including arranging for Teachers on Call, when the Principal is out of school for more than one consecutive day (e.g., Harrison Leadership Days).
- Chair the Workplace Safety Committee, report to the Principal and staff, and ensure that meeting minutes are recorded and posted according to WorkSafeBC guidelines.
- Attend regular staff meetings, PEC Meetings (including the In Camera portion unless otherwise directed), all Vice Principal Pro-Ds with CISVA, and any other meetings as requested by the Principal/PEC.
- Be responsible for:
  - Ensuring emergency earthquake supplies and medical information are current and up-to-date in collaboration with the Office.
  - Working with the Principal to ensure teacher resources, including technology, are current, operational, and aligned with best practices and the new curriculum.
  - Assisting with mentoring new teachers and staff members.

- Helping to create schedules (specialist, supervision, etc.).
- Planning staff professional and spiritual development in collaboration with the Principal and others.
- Assisting with special projects or assignments as requested by the Principal or PEC.
- Assume all Principal responsibilities in the event that the current principal is unable to perform such duties (illness, short or long-term disability, leave of absence, death). The Vice Principal will work with the PEC and the CISVA Superintendent's Office in such situations as directed.

**Required Education, Experience, Certifications, and Licenses:**

- BC Teacher Regulation Branch certification, in good standing.
- Minimum of 5 successful years of elementary level teaching experience, preferably within the CISVA.
- Master's Degree or equivalent in a relevant field, or in pursuit thereof.
- Experience in leadership within a school setting.
- BC Catholic School Leadership Course.
- Foundations of the Faith Program.
- Demonstrate the ability to work collaboratively with staff members.
- Possess excellent communication skills with staff, students, and parents.
- Exhibit problem-solving skills, a commitment to lifelong learning, and alignment with the school's vision of education and growth.
- Demonstrate commitment to the school through excellence in teaching and dedication to extracurricular activities.

**Preference will be given to candidates who possess:**

- Active membership in a Catholic parish
- A demonstrated commitment to and passion for excellence in Catholic education and excellent organizational and time management skills.
- A commitment to high standards of professionalism and academic excellence.
- A strong knowledge and focus on instructional leadership, improvement of student learning, development of collaboration-based school culture, and inclusion of all learners.
- A demonstrated ability to listen well and communicate effectively both orally and in writing with discretion, tact, courtesy, and professionalism.
- The ability to build strong relationships with students, staff, parents and the wider community.
- The ability to work effectively as part of a team and get along well with others.
- The ability to work independently with demonstrated initiative. dependable and reliable character, including being available for attendance as required at PEC meetings, school events, sacramental Masses, etc. (lunchtime, evenings, and weekends)

Term: 4 years, starting September 1, 2024  
Percentage: 0.2 FTE Vice Principal and 0.8 FTE Teacher  
Contract: CISVA Vice Principal Contract  
Related Policies: CISVA Policy 308, 316, 306

**To Apply:**

Candidates should write a letter to the PEC explaining why they believe they are well-suited for the role of Vice Principal, outlining their leadership philosophy and career goals.

[pecchair@saintmaryschool.ca](mailto:pecchair@saintmaryschool.ca)

Only those applicants short-listed for an interview will be contacted. Interviews will be scheduled as soon as possible. **Application Deadline:** Monday June 3rd, 2024