



Catholic Independent Schools  
of the Diocese of Victoria



**ISLAND CATHOLIC SCHOOLS**  
invites applications for:  
**VICE-PRINCIPAL**  
**(One-year Temporary Contract)**  
**St. Joseph's School**  
**Victoria, BC**

**Closing date for applications: Until position is filled**

## WHO WE ARE

The Catholic Independent Schools of the Diocese of Victoria (CISDV) operates 5 schools on Vancouver Island – 4 elementary and 1 high school. Our schools are located throughout Vancouver Island, near the best sites and attractions that Vancouver Island and British Columbia has to offer.

We are a **culturally diverse faith-based family**. We offer more than a place of work – we provide a call to your teaching vocation where you can work and live your faith in a supportive community.

We are a **vibrant school system** with many school and program expansion projects in the future. We offer spiritual and professional growth and mentorship opportunities for new teachers to help them with their transition into the CISDV.

## WHY WORK WITH THE CISDV

- Faith-based and culturally diverse school environment
- Competitive salary and excellent Benefits Package including CPP, Extended Medical, Dental
- Schools located throughout Vancouver Island, close to the beauty and adventure that British Columbia has to offer
- If you live outside of Vancouver Island, learn more about [claiming moving expenses](#) on your next tax return on the Government of Canada website.

## ABOUT

St. Joseph's School is built on a deeply rooted commitment to Catholic education in the Victoria Diocese. Island Catholic Schools is seeking a dynamic Catholic educator to lead St. Joseph's School as it continues with ongoing curriculum transformation. The School first opened its doors in 1965 and today it enrolls approximately 380 students from Kindergarten to Grade 7, including a number of students designated with special needs.

Mission Statement: *St. Joseph's Catholic School is committed to embracing and promoting the school's mission and living the gospel values Jesus taught. We will strive to lead with gentle strength while respecting ourselves, each other, the environment, and the core values which are at the heart of our school community. In school activities, we will encourage and work to create student and community enthusiasm and spirit. We will act in a collaborative manner, fostering an even greater sense of unity, and provide opportunities to bring our community together. In all we do and learn, we will have fun, remain humble, and honour the St. Joseph's CARE Code.*

All administrators are considered system administrators in Island Catholic Schools.

Qualified applicants are invited to apply for the above position with duties to commence August 1, 2022.

### **THE IDEAL CANDIDATE SHOULD DEMONSTRATE**

- Leadership qualities with an ability to work hand-in-hand with the Principal in developing and articulating a Catholic educational vision.
- An ability to collaborate and work effectively with staff, parents, students and other key stakeholders.
- A knowledge and understanding of the BC Education Plan, 21<sup>st</sup> Century Learning, best educational practices, and student growth and development; including an ability to support staff in curriculum transformation.
- Instructional leadership skills necessary to promote increased student achievement through a commitment to continuous improvement, educational innovation, and student-centered learning environments.
- A commitment to fostering and encouraging the integration of the Catholic Worldview throughout the curriculum.
- Excellent interpersonal, communication and public relations skills.
- An innate ability to anticipate emerging problems, identify unique aspects of a problem and/or demonstrate how the problem is an opportunity for growth and learning.
- A commitment to professional development with a desire and ability to mentor and empower others to reach their full potential.
- Experience/evidence/interest in taking initiative in marketing the school.
- Successful teaching and administrative experience.
- Identification with and participation in the life of a Catholic parish.
- A witness and role model of the Catholic faith.

In addition, candidates for the position are required to provide evidence that they have:

- A Master's degree in school administration or applicable area of study or Masters in progress
- Valid BC teaching certificate or be eligible for BC certification through the Teacher Certification Branch of the Ministry of Education <http://teacherregulation.gov.bc.ca>

### **APPLICATION PROCESS**

Applications should be forwarded to:  
Island Catholic Schools Office  
Attention: Superintendent – Ms. Katja Groves  
#1-4044 Nelthorpe Street, Victoria, BC V8X 2A1  
[info@cisdv.bc.ca](mailto:info@cisdv.bc.ca)

Please note that while all applications will be reviewed, only short-listed candidates will be contacted for an interview.

### **REQUIRED APPLICATION DOCUMENTS**

- Cover letter
- Resume
- Pastor's reference - see form located on <http://www.cisdv.bc.ca/employment-opportunities.php>
- Photocopy of university transcripts
- Photocopy of most recent evaluation
- Name and contact information of at least three professional references
- Photocopy of BC teacher certificate
- Photocopy of baptismal certificate or RCIA certificate
- Photocopy of marriage certificate (if applicable).

For further information contact:

Ms. Katja Groves

Superintendent of Island Catholic Schools

[kgroves@cisdv.bc.ca](mailto:kgroves@cisdv.bc.ca)

250-727-6893 Ext. 242