



Catholic Independent Schools
of the Diocese of Victoria



ISLAND CATHOLIC SCHOOLS

invites applications for:

VICE-PRINCIPAL – 0.3 FTE

Queen of Angels School, Duncan, BC

Application Deadline: May 27, 2025

Salary: \$103,590 - \$110,012

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

Queen of Angels K-9 School is a Christ-centered school that seeks to nurture the whole child through the development of faith, family, and community. Queen of Angels is a welcoming community where the emphasis is placed on developing the whole child—Spiritually, Physically, Intellectually, Culturally, Emotionally, and Socially. Students are guided by Catholic tradition, encouraged to produce their best possible work and are urged to participate in sports and other extra-curricular activities

Our school is nestled in the Cowichan Valley, in Duncan, BC, just a 50-minute commute to Victoria's downtown core, beaches, and other attractions.

All administrators are considered system administrators in Island Catholic Schools.

THE IDEAL CANDIDATE SHOULD DEMONSTRATE

- Outstanding leadership qualities with an ability to develop and articulate a Catholic educational vision.
- An ability to collaborate and work effectively with staff, parents, students and other key stakeholders such as School Chaplain, Local School Council and the Parent Support Group.
- A thorough knowledge and understanding of the BC Education Plan, 21st 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.
- Thorough knowledge of the daily operations required of a BC independent school.
- Excellent interpersonal, communication and public relations skills.
- An innate ability to anticipate emerging problems, identify unique aspect of the 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.
- A commitment to alumni programs and communication that promotes the engagement of alumni.
- Successful teaching and administrative experience in a Catholic school.
- Identification with and participation in the life of a Catholic parish.
- A witness and role model of the Catholic faith.

APPLICATION PROCESS

Applications should be forwarded to:

Island Catholic Schools Office

Attention: Mr. Paul Rossetti, Superintendent

#1-4044 Nelthorpe Street, Victoria, BC V8X 2A1

schools@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 <https://cisdv.bc.ca/employment-opportunities/>
- 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:

Mr. Brian Untereiner, Principal

Queen of Angels School

buntereiner@cisdv.bc.ca

Posting Date: May 14, 2025