



Saskatoon Public Schools
Inspiring Learning

ADMINISTRATOR COMPETITION APPLICATION PACKAGE
2020



Saskatoon Public Schools
Inspiring Learning

saskatoonpublicschools.ca

Saskatoon Public Schools provides high quality education to over 26,000 students in 49 elementary schools, 10 secondary schools, two associate schools, one alliance school, and many off-site educational programs through its more than 2,500 professional and support staff. The school division is proud of the newly developed strategic plan where *every student is known, valued, and believed in* and where *Academic Excellence, Character, Engagement, and Well-Being* are the pillars to this commitment.

SCHOOL ADMINISTRATORS

Elementary Principal

Elementary Vice Principal

Secondary Principal

Secondary Vice Principal

As a school administrator, you will be responsible for the overall leadership of your school, for developing positive relationships with members of the school community and for a continued strategic focus on Saskatoon Public Schools' strategic plan. As an administrator, you are responsible for setting and living the priorities of the school division; leading professional learning, expecting professional practice and organizational management. Working alongside your community, you will demonstrate a relentless passion for student achievement and lead a school team that will engage in continuous improvement through all pillars of the strategic plan. Your leadership and dedication to the cause of public education is welcomed by our school division.

You will have completed, or show promise of completing, a post-graduate program in an education-related field. You must have, or be eligible to obtain, a Saskatchewan Professional A Teaching Certificate. Extensive teaching experience and evidence of successful leadership experience is also required. You will have excellent interpersonal skills, a comprehensive understanding of schools and learning, and a dedication to student achievement, equity, and innovation.

Applications are encouraged from persons of Indigenous ancestry as we strive to develop a representative workforce.

Qualified individuals are invited to refer to the Guidelines for Preparing an Application for Administrators by following the application process provided.

The closing date for applications is Friday, January 17, 2020.



GUIDELINES FOR PREPARING AN APPLICATION

Please prepare your application according to the guidelines provided below and email your completed package to admincompetitions@spsd.sk.ca.

COVER LETTER

- ❑ The cover letter will identify the position for which you are applying and will include your rationale for the application, as well as other general statements of your personal choice. **Please note that a separate and complete application is required for each position for which you are applying.** Typically, the cover letter will not be more than one page (500 words or fewer).

RESUMÉ OR CURRICULUM VITAE

The purpose of this document is to provide relevant personal and professional information. Information should be comprehensive yet must be brief (5 pages or fewer), concise, complete and written with clarity. Typically, the important information to be conveyed includes the following categories outlined below. Applications that are received without the required information outlined below **will be considered incomplete**. Checkboxes have been provided as a graphic organizer to help you ensure that your application is complete

- ❑ **Personal Demographics**
This item would include your name and other information of your choice. Typically, it will not be longer than one-quarter of a page.
- ❑ **Education**
Outline formal educational experience in chronological order (beginning with the most recent). Indicate dates by year. You may want to include awards received and other acknowledgements or recognition. You will have completed, or show promise of completing, a post-graduate program in an education-related field.
- ❑ **Teaching Experience**
Summarize in outline form and in chronological order, including yearly dates and actual assignments.
- ❑ **Administrative/Administrative-Related Work Experience**
Summarize in outline form and in chronological order, including yearly dates and actual assignments.
- ❑ **Professional Development (highlights only)**
(a) as a participant; (b) as a leader.
- ❑ **Curriculum/Instruction/Assessment Leadership (highlights only)**
(a) at school level; (b) at division level; (c) other.

❑ **Related Professional Matters**

Indicate activities related to agencies or institutions that influence the profession.

❑ **Community Involvement**

Highlight any leadership and participation.

❑ **References**

Two supervisor references are required. Your current principal or supervisor and a recent principal or supervisor should be asked to provide a reference. **Members of Administrative Council for Saskatoon Public Schools should not be cited.**

When indicating your two supervisory references at the end of your resumé, remember to include their email address and phone numbers. If you are currently employed by a school division other than Saskatoon Public Schools, please also include the name, email address and phone number of your superintendent or director at the bottom of your list of two references.

Please be advised that Saskatoon Public Schools may also contact administrators at other schools or school divisions listed on your resumé.

TRANSCRIPTS AND SUPERVISORY REPORTS

- ❑ If not presently on file with Saskatoon Public Schools, you are requested to append an up-to-date official transcript of university marks and recent supervisory/appraisal reports. It is also appropriate to include other evaluative material/data that you may have collected as a result of a self-initiated evaluation process.

REFERENCE FOR SCHOOL ADMINISTRATORS FORM

- ❑ Please save the *Reference for School Administrator* form by clicking on the link below to your desktop and email it to your references. Your references will return the completed form via email to admincompetitions@spsd.sk.ca. Your references will receive acknowledgement that the reference form was received. Ensure your references know that they **must** complete and email the electronic form by the days end **Tuesday, January 14, 2020**.
 - [Principal Reference for School Administrator Form](#)
 - [Vice Principal Reference for School Administrator Form](#)

INTERVIEW PROCESS

The candidate will participate in a structured behaviour descriptive interview with a panel of Administrative Council members, a Trustee and a community member. Candidates invited into the interview process can anticipate requiring a significant portion of a morning or afternoon to complete the interview process.

Completed application packages should be emailed to admincompetitions@spsd.sk.ca.

Please direct any questions or concerns to Chantel Johnson by phone (306) 683-8215 or email at johnsonch@spsd.sk.ca.

REMINDERS

- Quality is more important than quantity.
 - Please use the check boxes provided to guide you in completing your application.
 - Candidates with incomplete applications **will not** be considered for an interview.
 - The deadline for *Reference for School Administrators Forms* is the days end **Tuesday, January 14, 2020**
 - The closing date for application submission is **Friday, January 17, 2020**. Applications received after this date **will not** be considered.
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