



**Saskatoon Public Schools**  
Inspiring Learning

ADMINISTRATOR COMPETITION APPLICATION PACKAGE  
2022



## 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, one associate schools, and one alliance school through its more than 2,600 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.

### Are you interested in being an administrator with Saskatoon Public Schools?

Consider applying for the following leadership positions that may be available for the 2022-2023 school year.

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## SCHOOL ADMINISTRATORS

**Elementary Vice Principal**

**Secondary Vice Principal**

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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 14, 2022.**



# GUIDELINES FOR PREPARING AN APPLICATION

Please prepare your application according to the guidelines provided below and email a PDF of your completed package to [admincompetitions@spsd.sk.ca](mailto: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 PDF 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-Related Work Experience**  
Summarize in outline form and in chronological order, including yearly dates and actual assignments.
- Professional Development (highlights only, include the year you participated or led)**  
(a) as a participant; (b) as a leader.
- Curriculum/Instruction/Assessment Leadership (highlights only)**

(a) at school level; (b) at division level; (c) other.

#### ❑ **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.** If identifying two references as requested above poses a challenge, please send an email with an explanation to [admincompetitions@spsd.sk.ca](mailto:admincompetitions@spsd.sk.ca) and a senior leader will respond.

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

- ❑ 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](mailto: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 11, 2022.**
  - [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 compiled into one PDF and emailed to [admincompetitions@spsd.sk.ca](mailto: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](mailto:johnsonch@spsd.sk.ca).

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## 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.
  - Your application package should be submitted as one PDF submission, not multiple pages.
  - The deadline for *Reference for School Administrators Forms* is the days end **Tuesday, January 11, 2022**.
  - The closing date for application submission is **Friday, January 14, 2022**. Applications received after this date **will not** be considered.
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