



# SWAN VALLEY SCHOOL DIVISION

invites applications for a

**Vice-Principal**

**responsible for**

**Technical-Vocational Programming**

**Northern Lights Institute of Trades & Technology**

**Workplace Safety & Health**

<b>Posting #</b>	SVR001	<b>FTE/Hours:</b>	1.0 FTE
<b>Posting Date:</b>	1 Apr 2025	<b>Location:</b>	Swan Valley Regional Secondary School
<b>Posting Close Date:</b>	11 Apr 2025	<b>Start Date:</b>	2 Sept 2025
<b>Permanent/Term:</b>	Permanent	<b>End Date:</b>	N/A

## CONDITIONS OF EMPLOYMENT

- Must be legally entitled to work in Canada.
- Completed Criminal Record Check including the Vulnerable Sector and Child Abuse Registry Check
- Candidate must hold a Manitoba Teacher Certificate, hold or be eligible to hold, a Manitoba Certificate in School Leadership or a willingness to work towards a MEd or Post-Baccalaureate program in Administration or Curriculum, or other relevant field.

## QUALIFICATIONS

### Essential:

- Plan and organize to meet the academic, well-being, and facility needs of the school.
- Provide curriculum direction and use past data for foundational instructional leadership.
- Supervise and conduct professional development activities.
- Manage student behaviour with school-wide expectations around safety and belonging.
- Engage parents.
- Adhere to ethical standards and manage the budget for fundamental management and external relations tasks.
- Believe all students can learn and reach their full potential.
- Demonstrate care and respect for all.

### Desired:

- Communicate effectively and build strong relationships with all stakeholders.
- Incorporate advanced instructional leadership utilizing data for continuous improvement.
- Manage talent strategically, focusing on staff growth and effectiveness.
- Create a positive and inclusive school climate that actively addresses equity, diversity, and inclusion.
- Demonstrate strong ethical conduct and systemic awareness within the political and societal contexts of education.
- Co-create and share a vision for learning.
- Nurture teams and foster collaboration.
- Lead culturally safe and responsive schools.
- Manage the organization, its operations, and resources strategically.
- Commit to the Calls to Action.



Applications must quote the posting number and be received no later than 9:00 a.m. on the deadline date shown above. The application package must include a cover letter and a comprehensive resume, including three professional references addressed to: Rob Tomlinson, Superintendent. Submit the application package in PDF format to [hr@svsd.ca](mailto:hr@svsd.ca).

*The Swan Valley School Division thanks all applicants for their interest. Only those selected for an interview will be contacted. Interview accessibility accommodations are available upon request.*

*Swan Valley School Division recognizes the importance of building an exemplary public service reflective of the citizens it serves, where diverse abilities, backgrounds, cultures, identities, languages and perspectives drives a high standard of service and innovation. Swan Valley School Division supports equitable employment practices and promotes representation of designated groups (women, Indigenous people, persons with disabilities, visible minorities).*