



Coast Mountains Board of Education School District 82

3211 Kenney Street, Terrace, BC V8G 3E9
Tel. (250) 635-4931 or 1-855-635-4931 • www.cmsd.bc.ca

VICE-PRINCIPAL MOUNT ELIZABETH MIDDLE / SECONDARY SCHOOL

The Coast Mountains School District is inviting applications for the 1.00 FTE continuing Vice-Principal position for Mount Elizabeth Middle / Secondary School located in Kitimat, BC. This position consists of .500 FTE administration with a .500 FTE teaching role. The start date for the position will be August 1, 2026.

Our District

The Coast Mountains School District acknowledges with respect the lands on which we live, work, play and learn as the traditional & unceded territories of the Gitksan, Haisla, Nisga'a & Ts'msyen Peoples.

The Coast Mountain School District serves over 4,500 students across 19 schools in Northwest British Columbia. Located in British Columbia's Pacific Northwest, the district serves communities including the Hazeltons, Kitimat, Kitwanga, Stewart, Terrace, and surrounding rural areas. Our schools are situated on the traditional territories of the Gitksan, Haisla, Nisga'a, and Ts'msyen Nations. The region offers exceptional outdoor recreation, vibrant cultural experiences, and welcoming communities. Approximately 40% of our students are of Indigenous ancestry, contributing to the rich cultural diversity and strong sense of community across the district. We prioritize student well-being and achievement in safe, inclusive learning environments. Coast Mountains School District is recognized for its strong trades and careers programming, vibrant athletics, French and Gitksan Immersion offerings, and diverse opportunities in fine arts, music, robotics, and STEM that bring learning to life and strengthen connections across our school communities.

Our Communities

With year-round recreational activities in a spectacular natural setting, the region offers a small-town atmosphere with big-city services. Residents enjoy musical and theatre performances, garden markets, and easy access to boating, biking, hiking, skiing and golf right outside their door – including nearby Shames Mountain ski hill, scenic trails, and beautiful lakes. With vibrant communities and access to Northern BC's natural beauty, the region offers an exceptional work-life balance.

"Coast Mountains School District: Learning Together, Realizing Success for All - Engage, Ignite, Empower"

The Position

The Vice-Principal is responsible for leadership and administration in the school in accordance with the school district's mandate and philosophy. The successful candidate should possess the following qualifications, experience, and attributes:

- A commitment and demonstrated ability to create educational environments that are inclusive and focus on the comprehensive learning needs of all students;
- Implementing Ministry, District and School goals while establishing a culture of staff professional development directly related to student learning and achievement;
- Demonstrated leadership in learning, evidenced by current knowledge of pedagogical best practices and the redesigned curriculum;
- Promoting a comprehensive range of learning opportunities for students, including social responsibility, fine and performing arts, athletics, global citizenship, and technology;
- Implementing innovative practices that lead to student success;
- Demonstrated commitment to personal accountability and professional growth;
- Demonstrated commitment to the role that public education can play in the success of individuals, communities, countries and the world;
- Exceptional interpersonal and communication skills as demonstrated by the ability to listen effectively and work collaboratively;
- Demonstrated ability to build effective teams and a sense of community, and to work effectively in a unionized environment;
- Demonstrated ability to plan with the end in mind and to remain focused on agreed-upon goals;
- A demonstrated consultative style of leadership exhibiting strong decision-making skills.
- An ability to work with partners to establish clear goals and direction;
- Excellent skills as a visible, accessible, dynamic, innovative and flexible leader with strong emotional intelligence;
- A background of successful teaching experience and school administrative experience;
- Successful experience with improving outcomes for Indigenous learners, working with Indigenous communities, and a commitment to a personal journey toward Truth and Reconciliation;
- Demonstrated leadership in assessment and reporting;
- Excellent interpersonal, communication, and conflict resolution skills;
- Demonstrated skills in working with collective agreements in a unionized environment.

The process

The successful applicant will meet the eligibility requirements of the B.C. School Act and will have:

- Ministry of Education Teacher Regulation Branch certification;
- A master's degree from a recognized university.
- Demonstrated excellence as a teacher and educational leader.

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Your application package should include the following:

- Cover letter;
- Résumé (Include professional development activities and professional leadership accomplishments within the past three years);
- Leadership Statement - Identify one specific example of outstanding leadership and describe how that action impacted student learning;
- Copy of the most recent Evaluation Performance Report;
- Copy of Master's Degree (or proof of current enrollment);
- Copy of BC Ministry of Education Teacher Certificate;
- List of three professional references
 - Include current immediate supervisor
 - Please note: By submitting an application, applicants agree to confidential reference checks. References listed will be contacted as part of the initial screening process.

The Compensation

As per the BCPSEA Regional Salary Model for Vice Principals - Minimum \$138,721 / Maximum \$144,500.

The application deadline is April 24, 2026. Please submit your application package via Human Resources by noon on April 24, 2026. Applicants agree to confidential reference checks as a condition of application.

Please submit your application as follows:

Vice-Principal – Mount Elizabeth Middle/ Secondary School
Coast Mountains Board of Education School District 82
3211 Kenney Street, Terrace, B.C. V8G 3E9
Email: hr@cmsd.bc.ca

For further information regarding the position and the process, please contact Tracey MacMillan, Superintendent of Schools, at Tracey.MacMillan@cmsd.bc.ca. The Coast Mountains School District values the time you have taken to submit your application; however, only those applicants selected to move forward will be contacted. To all others, thank you for your interest.