



School District #78 (Fraser-Cascade) Assistant Superintendent Search

GUIDELINES FOR CANDIDATES

Recruitment Timelines

- Applications close at **12:00 noon** on **May 20, 2020**.
- Candidates will be notified no later than **May 28, 2020** of their status.
- Interviews are scheduled, over a two day period, on **June 1 & 2, 2020**.
- It is anticipated that the successful candidate will assume the position **August 1, 2020**. Details to be finalized at the time of appointment.

Application Package Requirements

ALL DOCUMENTATION IS TO BE SUBMITTED IN A SINGLE PDF

COVER LETTER

Please submit a cover letter describing your interest in the position and key responsibilities you have had related to the position of assistant superintendent.

RESUME

A complete and current resume must be provided, clearly describing:

- all relevant education;
- all job and leadership experiences;
- professional development related to the position;
- specialized training in the area of human resources;
- community involvement/committees;
- provincial involvement/committees;
- any awards or certificates of recognition; and
- TRB Certificate Number; Out of Province candidates must show evidence of their application.

SUPPORTING DOCUMENTATION

Letters of reference are not required but will certainly be considered.

REFERENCES TO BE CONTACTED

A one-page list, with contact emails and two phone numbers (office or home and cell), of professional references, including those from each of:

- Superintendent
- Secretary-Treasurer
- District Office colleagues
- Principals
- Teachers' Association
- CUPE Union or similar union leadership

APPLICATIONS

Please note that faxed resumes or applications through the Apply Online feature at Make A Future will not be accepted. Completed applications are to be captioned as Assistant Superintendent Search and emailed to:

Dr. Karen Nelson
Superintendent of Schools
School District 78 (Fraser-Cascade)
Email: karen.nelson@sd78.bc.ca

Questions regarding the position can be directed to
Dr. Karen Nelson
Email: karen.nelson@sd78.bc.ca
Phone: (604) 860-8046

Questions regarding the search process can be directed to our search consultant,
Anne Cooper at azcooper@mac.com or 250-814-4807

***"Everyone Pulling Together to Improve the Achievement
of All Learners"***