

## **Applying for Director of Instruction**

**Please note there is a change to the application process as of January 2022.**  
**Please read the process carefully.**

Thank you for your interest in a leadership position in Surrey Schools. We feel very fortunate in Surrey to have such strong educators and we lead in exciting times. No doubt, you have been an exceptional leader from where you already stand, and we welcome your application to lead from a different perspective.

School and district leadership is an exciting adventure. If you want to work with and in support of adults on our continuous journey to create supportive and healthy school cultures for all students, then this is your calling. Formal leadership at the school and the district level requires moral commitment, a high tolerance for complexity and ambiguity, and a passion to serve in the interest of students and staff. It is challenging and rewarding work to support and nurture healthy cultures as we pursue our vision of learning for all.

We are excited to consider your application and we hope you find the information and guidance below helpful as you begin the journey of applying for formal leadership in a new role.

### **The following information will help ensure that your application is complete.**

1. Apply through [Make a Future Careers](#). The Surrey posting will be located under Metro Vancouver.
2. In *Make a Future*, upload the following documents to the "Additional Documents" folder in your profile Portfolio. [Required documents](#) for the position you are applying for are located on the district's [Current Opportunities page](#). You will receive a confirmation email from Make a future confirming your success in applying to the posting.
3. Complete and upload the "Self-assessment of Demonstrated Leadership" form to the *Make a Future* site.
4. Upload your resume, cover letter, and any supporting documentation (ex: most recent performance review or evaluation) to the *Make a Future site*.
5. Provide the "Confidential Reference" form to your primary referee. This person must know you in a work context and be able to attest to your ability to do the job for which you are applying. Your immediate supervisor is recommended. Please ask your primary referee to return the form to the Superintendent's Department at [supr-office@surreyschools.ca](mailto:supr-office@surreyschools.ca) directly BEFORE the closing date for applications.
6. In lieu of an information session at the district office, we are offering potential candidates an opportunity to view an informational video that reviews the process. That video can be accessed [here](#).

If you have questions about the application process, please contact the Superintendent's Department at 604-595-6348 or by e-mail at [supr-office@surreyschools.ca](mailto:supr-office@surreyschools.ca).

For further information about leadership opportunities in Surrey, please contact Lynda Reeve at 604.595.6312 or by e-mail at [reeve\\_l@surreyschools.ca](mailto:reeve_l@surreyschools.ca)