

Bulkley Valley Christian School (BVCS), located in the beautiful community of Smithers, British Columbia, is seeking an experienced and mission-aligned administrator to join our leadership team for the 2026–2027 school year.

With the upcoming retirement of our current Vice Principal and Director of Educational Support Services, we are inviting qualified Christian leaders to consider joining our administrative team. This role will be thoughtfully shaped around the strengths, experience, and gifting of the successful applicant, with remaining leadership responsibilities shared collaboratively among our skilled and flexible administrative team.

While our preference is for a full-time (100% FTE) appointment, we are open to applications from candidates seeking a part-time administrative role, or a combined part-time administrative and teaching position.

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## Qualifications

The successful applicant will demonstrate:

- Eligibility for, or ability to obtain, BC teacher certification
- A committed Christian faith and active involvement in a Christian church
- A clear commitment to integrating BVCS's mission, vision, and values into all aspects of leadership
- Strong organizational, communication, and leadership skills
- A collaborative, servant-hearted leadership style

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## Preferred Experience Areas

Applicants should have demonstrated experience and interest in **one or more** of the following areas:

### Inclusive Education Leadership

- Knowledge of MECC policies, procedures, and funding categories
- Ability to write and oversee competency-based Individual Education Plans (IEPs)
- Experience supporting students with diverse learning needs with flexibility and enthusiasm
- Proven ability to collaborate effectively with staff and parents
- Experience providing professional development for inclusive education staff

- Capacity to support and lead within the BVCS inclusive education model

#### Elementary Leadership (K–7)

- Supporting and strengthening instructional practices
  - Implementing and supporting restorative discipline approaches
  - Ensuring curriculum alignment with BC Ministry requirements and BVCS expectations
  - Leading elementary staff meetings as required
  - Collaborating with the leadership team to plan and deliver professional development
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#### Compensation & Benefits

The salary range for a 100% FTE position is **\$58,000–\$102,000**, commensurate with education and experience. BVCS participates in the **CSI Pension Plan** and offers a generous benefits package.

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#### Application Process

Interested applicants are invited to submit the following materials by email:

- A current résumé
- At least three professional references
- A cover letter
- A one-page statement outlining the applicant's philosophy of leadership within a Christian education context

Applications should be sent to:

**Chris Steenhof, Principal**

csteenhof@bvcs.ca

Applicants are encouraged to visit [www.bvcs.ca](http://www.bvcs.ca) to learn more about our school community. The closing date is April 3, 2026.