



THE VANCOUVER SCHOOL BOARD WELCOMES APPLICATIONS FOR THE POSITION OF:

DISTRICT PRINCIPAL OF INTERNATIONAL EDUCATION

Salary: \$162,260 to \$170,955

THE OPPORTUNITY: DISTRICT PRINCIPAL OF INTERNATIONAL EDUCATION

With deep gratitude and respect, we are honoured to be learning and unlearning on the ancestral and unceded lands of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh Úxwumixw (Squamish Nation) & salilwətaʔ (Tsleil-Waututh Nation).

At the VSB, we are proud to provide exceptional learning experiences for students. As a large, urban school district, VSB is one of Canada's most diverse school systems.

We embrace Indigenous ways of knowing and learning and work to expand Indigenous perspectives across the curriculum and within our 110 schools and programs, where more than 50,000 students learn and grow.

Equity and inclusivity are at the forefront of our approach to education. More than 7,700 staff work to create learning environments where every student thrives by prioritizing students' needs, applying evidence-informed practices and building relationships. VSB's culture reflects the diversity of our city. Students enrolled in VSB come from varied backgrounds and lived experiences and are encouraged to explore and share their unique selves and gifts. Our commitment to students goes beyond academics. Students' overall well-being and sense of belonging are equally important. We strive to build a school system where every student can be their authentic self and succeed throughout their learning journey. In doing this work, we champion equity and accountability by making evidence-based decisions. As a learning organization, humility is our guidepost as we seek to continually improve student outcomes in service to them, their families, and the broader community. Our work is guided by the VSB Education Plan. For more information about our school district, visit <https://www.vsb.bc.ca/>

Please see the VSB website for more information about our International Education program <https://www.vsb.bc.ca/international-education/about-us>

The District welcomes qualified applicants who value equity and diversity as essential to excellence. The distinct makeup of the VSB community strives to support the inclusion of all voices. The VSB community is for everyone, and you may wish to share some lived experiences that demonstrate your connections to our diverse community.

THE OPPORTUNITY: DISTRICT PRINCIPAL OF INTERNATIONAL EDUCATION

The Vancouver School District is seeking an innovative and dynamic leader to serve as District Principal of International Education, providing transformative leadership for a well-established and highly regarded program during a period of significant uncertainty and change. This role encompasses both strategic leadership and operational oversight of the International Education Department. The successful candidate will guide the program through dynamic and evolving international student recruitment landscapes shaped and influenced by shifting federal policies and global market conditions. Through continuous monitoring, thoughtful program review, and adaptive strategic planning, the District Principal will ensure the long-term sustainability of the international education program, while aligning with and supporting the District's broader educational mission and financial objectives.

Reporting to the associate superintendent and the director of instruction, the district principal will be responsible for reimagining and advancing international education program, leading a dedicated team of educators committed to supporting student learning and well-being. The role includes responsibility for the strategic development, differentiation, and marketing of the International Education program, as well as the recruitment and retention of international students across kindergarten to grade 12 programs.

Key responsibilities include overseeing program operations, financial management, and enrolment planning; ensuring high quality admissions, student support, and custodial care; and maintaining accurate- systems, privacy, and legal compliance. The role leads international student recruitment and marketing efforts, develops relationships with global partners and recruitment agencies, and responds to evolving international market conditions.

Key Responsibilities

Strategic and Operational Leadership

- Collaborate with district leadership to align international education program goals with the District's education plan and strategic priorities.
- Establish and implement program protocols ensuring compliance with Ministry of Education and Child Care (MECC) requirements, Immigration, Refugees and Citizenship Canada (IRCC), and district policies.
- Work with the associate superintendent and the director of instruction to set the vision, strategic direction, and long term- sustainability of the International Education program, including program development and differentiation.
- Provide leadership, guidance, and expertise to district staff on internationalization, cross-cultural competencies, and global education practices.
- Collaborate across district departments to strengthen program services, operational effectiveness, and student experience.
- Prepare and present updates as required to staff, committee, and board meetings.

Financial and Budget Oversight

- Provide oversight of the international education budget, ensuring responsible financial management and ongoing monitoring of expenditures.
- In collaboration with the office of the secretary-treasurer and finance department, develop and recommend annual student fee structures and enrolment projections for review and approval by the senior leadership team and the Board of Education.
- Ensure that all program fees and budgets are implemented in accordance with Board-approved decisions and district financial policies to support long-term program sustainability.

Student Information, Compliance, and Risk Management

- Oversee and maintain accurate, accessible systems for student, recruitment agencies, and homestay information.
- Ensure confidentiality, privacy protection, and legislative compliance related to student records.
- Ensure full legal and policy compliance, including admissions documentation, refund policies, custodianship requirements, study permits, and medical insurance.
- Serve as an emergency contact for parents and custodians and provide reporting to parents as required.

Admissions and Enrolment Management

- Establish admission criteria and oversee the admissions and withdrawal processes for all international students.
- Review and approve international student applications.
- Collaborate with school principals, vice principals, and international student education staff to ensure appropriate placements and equitable access to high- quality- educational opportunities.
- Lead orientation sessions for new students and parents/custodians.
- Provide clear and timely information on programs and services to prospective and current international students.

Student Support and Well -Being

- Authorize program participation and oversee school placements.
- Ensure effective custodial care arrangements in collaboration with district staff, custodians, and families.
- Plan and implement strategies to support international students' academic success, cultural adjustment, and social-emotional well-being.
- Liaise with schools to monitor attendance, progress, and behaviour, including organizing staff training and regular coordination meetings.
- Oversee international student programming, including orientation, transfer credits, parent/custodian communications, activities, field trips, and scholarships.
- Ensure consistent, high-quality standards of practice in English proficiency assessment, counselling, homestay and custodial changes, and student support services.
- Mediate and resolve conflicts involving students, staff, parents, and custodians with professionalism and cultural sensitivity.

Recruitment and Marketing

- Lead and oversee international recruitment and marketing strategies, including offshore recruitment activities and marketing materials.
- Research and assess existing and emerging international markets to diversify and strengthen enrolment.
- Build and maintain collaborative relationships with local, provincial, national, and international partners and recruitment agencies.
- Identify recruitment fairs and retention opportunities through the annual financial planning process.
- Travel internationally to recruit students and sustain relationships with new and existing recruitment agencies.

Human Resources Leadership

- Lead and support a diverse, multicultural team, including recruitment managers, program coordinators, teachers, counsellors, multicultural liaisons, and administrative staff.
- Supervise, evaluate, and support the performance and professional growth of International Education department staff.
- Collaborate with the employee services on health, safety, wellness, labour relations, staffing, and recruitment.

Required Qualifications and Experience

- Master's Degree in a related field.
- Valid British Columbia Professional Teaching Certificate.
- Successful experience in school-based and/or district-level leadership roles.
- Demonstrated knowledge of K–12 international education programs, including student recruitment, international markets, agents, ELL programming, and exchanges.
- Strong understanding of cultural diversity and cross-cultural engagement.
- Demonstrated success in performance evaluations with a positive employment record.
- In-depth understanding of the BC curriculum, assessment, and evaluation practices.
- Knowledge of BC school governance and Ministry of Education and Child Care funding models and their impact on district decision-making.
- Strong conflict-resolution, communication, and presentation skills.
- Ability to translate complex concepts into clear, engaging information for diverse stakeholders.
- Demonstrated innovation mindset and business acumen to respond to evolving international education markets.
- Ability to travel internationally and work outside regular business hours as required.

HOW TO APPLY:

Applications should be sent to "systemleadership@vsb.bc.ca" **by 12:00 pm (PST) on April 7, 2026**. Please include "District Principal, International Education" in the subject line. Your application should include an updated resume, a brief cover letter outlining your skills and experience in relation to the role and explain why you are excited and passionate about this work, and three (3) professional references. If you have any questions about this role, please contact Pedro da Silva, Associate Superintendent, at pdasilva@vsb.bc.ca or Aaron Davis, Director of Instruction, at adavis@vsb.bc.ca.

Make a Future posting:

https://makeafuture.applytoeducation.com/applicant/jobposting/jobdetails.aspx?JOB_POSTING_ID=09a62c1f-dc19-4d53-b3f3-b0adc4384506&sReferer=MAFJOBBOARD

Total Rewards Information:

The compensation package will be commensurate with the qualifications and experience of the successful candidate. The salary range for the position is \$162,260 to \$170,955 and a competitive benefits package including Municipal Pension, Vancouver Employee Savings Plan (additional 2% of base salary), extended health, dental, group life, long term disability, 20 paid sick days accrued each calendar year, 20 paid vacation days each calendar year (25 after 6 years of service), potential up to 4 days paid gratuity, five bonus supplemental paid vacation days after 11 years of employment every five years.

This is a twelve-month position with flexibility in the scheduling of vacation.

Additional Information for Applicants:

As a public body, the personal information provided in this application is collected and used by the Vancouver School Board ("VSB") in accordance with section 26(c) of the Freedom of Information and Protection of Privacy Act ("FIPPA"), RSBC 1996, c.165, as amended. This information will be used by VSB staff for the purpose of evaluating your qualifications, experience, and suitability for this position. It may also be used to verify the information provided, conduct reference checks, and/or contact you about next steps in the job competition. Pursuant to section 30 of FIPPA, the VSB takes reasonable security measures to protect the personal information within its custody and control, including what has been provided in this application. Should you have any questions about the collection and use of your personal information, please email recruitment@vsb.bc.ca.