



Director of Human Resources/Labour Relations/Health and Safety

The School District

The Pacific Rim School District covers much of Central Vancouver Island's rugged, picturesque West Coast and serves a regional population of approximately 31,000 residing in the communities of Port Alberni, Tofino, Ucluelet, Bamfield and other remote communities. The schools are situated on the ha-houlthees of the c̓išaaʔath, hupačasath, tla-o-qui-aht, Yuuʔuʔiʔath, and Huu-ay-aht First Nations. The school district respectfully acknowledges that it works alongside all Nuu-chah-nulth Nations, other First Nations, and Metis and Inuit of British Columbia to serve all children and youth of the Alberni-Clayoquot region.

The district is home to 4000 students, 35% of whom are of Indigenous ancestry, in two neighbourhood secondary schools, eight elementary schools, and one K-12 school. The district has a successful alternate learning centre, a strong French Immersion program, a thriving international student program, and a busy continuing education program.

The District has childcare programs in seven elementary schools with plans to build two separate stand-alone childcare buildings on school district property. The District is also piloting two sites running Before and After childcare programs run by support staff.

The District is part of the next wave of ICY team implementation. These multidisciplinary teams deliver wraparound mental health and substance use services and supports for children and youth (birth to 19) and their families. The service delivery will be flexible and outbound, reflecting the preferences of children, youth, and families. Each ICY team will support a cluster of Public, Independent and First Nations-operated schools and will include all children and youth within the geographic region.

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Reporting to the Superintendent, the Director of Human Resources will be a key member of the senior management team. The Director of Human Resources will have broad responsibilities including all aspects of Human Resources and Labour Management. The Human Resources Leader will assist the District Health and Safety Officer with health and safety issues including WorkSafe. Also, the Director of Human Resources will have direct supervision of the Manager of Human Resources, dispatch and the Executive Assistant for Human Resources/Labour Management.

Primary Responsibilities:

- Direct responsibility of teacher human resources and labour management
- Oversight of support staff and exempt staff through the Manager of Human Resources
- Recruitment and retention of teaching staff
- All aspects of discipline including investigations
- Bargaining of the collective agreement
- Interpretation and Implementation of the Collective Agreement
- Assisting with staffing allocations
- Wellness support
- Support the Implementation of the District Strategic Plan
- Support school-based administration with staffing and human resources issues
- Develop and implement the District Health and Safety program and the corresponding policies and procedures.
- Support the District Health and Wellness Committee
- Support District Emergency Planning Programs
- Ensure WorkSafe BC processes are implemented

Qualifications:

- Post secondary degree or diploma in a related field.
- Experience as a school-based administrator is an asset.
- Experience with interpretation and implementation of a collective agreement within the K-12 sector.
- Excellent communication skills both written and verbal
- Demonstrated ability to work collaboratively in a team environment
- Advanced technology skills
- Chartered Professional in Human Resources (CPHR) is an asset
- Experience working with Indigenous partners including communication, collaboration and following local protocols.
- Experience with the implementation of class size composition language is an asset

This excluded position has an excellent benefits package, and a wage range from \$164,459 to \$182,732 based on qualifications and experience. For more information on this position contact Superintendent Peter Klaver at pklaver@sd70.bc.ca.

Interested applicants should forward their resume with cover letter and any supporting documentation, **before 10:00am, January 27, 2025. Application packages may be submitted electronically to Trisha Wilson, Manager of Human Resources: twilson@sd70.bc.ca.**

In applying, candidates consent to SD70 Pacific Rim contacting individuals or supervisors for the purpose of shortlisting and/or reference checking other than those provided as references in the application package.

We appreciate the interest of all applicants but advise that only those selected for interviews will be contacted.