



SCHOOL DISTRICT NO. 73  
(Kamloops-Thompson)

## **Employment Opportunity Associate Superintendent – Human Resources**

*Secwepemcúl'ecw yíTélye ell*

*We respectfully honour and acknowledge that we are living and working in the territory and lands of the Secwepemc People.*

### **The Region**

The heart of our District is the city of Kamloops, which has a population of more than 85,000 people. The District extends to Pinantan Lake, Heffley Creek, Sun Peaks, Barriere, Clearwater, Vavenby and Blue River to the north, Logan Lake to the south, Savona to the west and Chase and Westwold to the east.

### **The Opportunity**

As a key member of the District's senior administrative team, you will report directly to the Superintendent of Schools. Relying upon your experience as a human resources leader in a public or private organization, you will provide visionary leadership and exceptional management of policies, procedures, and processes that ensure excellence in an employee's experience from recruitment, onboarding and early career mentorship to supervision and coaching, and exiting or retiring from SD73.

You will have oversight over collective agreements and employment contracts, employment processes, human resource records management, support services and occupational health and safety for employees. Because you will work as part of a senior leadership team or Superintendent's Council, you will be an excellent collaborator and communicator and carry out other duties as assigned by the Superintendent in the interests of the organization.

Culturally aware, sensitive and astute, you are cognizant of the importance of addressing equity and excellence for Indigenous students and staff. You are focused on growing research-informed, culturally responsive and inclusive education practices in all departments in SD73. Exploring staff interests, passions and career aspirations is your passion, and you hold yourself and others accountable to the highest professional standards.

When problems arise for any employee, you will have established positive working relationships with our employee groups and with BCPSEA, and legal counsel to provide excellent advice on different possible directions for the Superintendent to consider. You have honed your capacity to evaluate risks to the employer and the employee in any situation in which disciplinary decisions need to be made, and you will advise accordingly to ensure that the Superintendent and Board of Education is following applicable policies, procedures, and legislation.

### **POSITION RESPONSIBILITIES**

#### **Organizational Leadership**

You would be directly responsible for:

- administration of collective agreements and contracts;
- negotiation of local collective agreements and contracts;
- management of employee misconduct, investigations, and discipline;
- Identifies and recognizes strengths in others and provides leadership to promote a strengths-based management approach within the district;
- supervises and supports the work of Human Resources and Health and Safety staff within the district.
- acts as the freedom of privacy and information coordinator for the district;
- develops positive working relationships with the senior leadership team, school administrators, and Human Resources and Health and Safety staff.

#### **Superintendent and Senior Team Relations**

You will:

- provide advice to the Superintendent and senior leadership team on emerging human resources/labour relations matters, trends, and issues;
- assist the senior management team in resolving employee matters and promote a positive, respectful approach to problem solving cases;
- supervise and guide others in the organization to ensure criteria-based recruitment, interviewing, professional growth, and evaluation structures and practices are applied at all levels;
- advise on implications of decisions that impact employee groups;
- advise and assist the Superintendent in all aspects of District operations, management and administration with respect to Human Resources and Health and Safety;
- report regularly and as necessary to the Superintendent to ensure effective problem solving and decision making;
- perform other duties as requested by the Superintendent.



SCHOOL DISTRICT NO. 73  
(Kamloops-Thompson)

## **Employment Opportunity Associate Superintendent – Human Resources**

*Secwepemcúl'ecw yíTélye ell*

*We respectfully honour and acknowledge that we are living and working in the territory and lands of the Secwepemc People.*

### **School District No. 73 (Kamloops-Thompson)**

Located in the stunning surroundings of BC's interior, the Kamloops-Thompson School District is a diverse and growing environment committed to great local education through our [5-Year Strategic Plan](#), [Aboriginal Enhancement Agreement](#), [Capital Plan](#), and [Long-Range Facilities Report](#).

SD73 is dedicated to creating a safe, caring and healthy learning and working environment that is inclusive of the diversity of their entire learning community. Embedded in SD73's framework is the directive to provide ongoing and meaningful learning opportunities for all students, staff and community groups, with continuous improvement of instruction and assessment to reflect traditional learning practices and provide an opportunity for strong revitalization of language and culture for students from all backgrounds. With a strong commitment to its Indigenous learners, SD73 sees decolonization and the Truth and Reconciliation Commission's Calls to Action as parts of its core mission.

Serving approximately 16,000 students, 2,700 students of Aboriginal ancestry, in 48 schools our District offers a variety of enhancement programs, including: French immersion, International Baccalaureate, sports academies, trades programs, a K-12 fine arts school, Montessori, and an elementary science and technology school. School District No. 73 is located on the territory of the Secwepemc Nation and serves 7 local bands and the Métis Nation in a large geographical area.

Our District covers more than 27,000 kilometres and busses about 4,000 students more than 9,000 kilometres every day. We have 32 elementary schools, one middle school, 10 secondary schools, one Kindergarten-to-Grade 12 school, one alternate education program and one distance education school. We employ nearly 2,000 people and have an annual budget of nearly \$200 million.

### **The Board of Education**

The key focus for the Kamloops-Thompson Board of Education is improving student achievement. The Board plays an essential role in the public education system by addressing the interests of students through local decision-making with an engaged community.

As locally elected representatives, the nine Board of Education trustees represent the Kamloops-Thompson communities' particular strengths, challenges and demands. They engage with communities in building

### **Visionary Leadership and Capacity-building**

You will:

- assist in developing and monitoring a department strategy to implement District Strategic Plan outcomes related to Human Resources and Occupational Health and Safety;
- further Truth and Reconciliation through your role and the roles of others in your department;
- lead an HR team that is capable of building capacity of school and district leaders to manage employee matters sensitively and according to policy, procedure, and legislative requirements.

### **Policy and Governance**

You will:

- demonstrate leadership in knowing and providing advice on which collective agreement, contractual terms, and legislation (acts, policies, procedures) are central to an employee matter and direct investigations accordingly;
- consider which matters may go public and advise the Superintendent in a timely manner to develop a communication plan and response by the Board of Education.

### **Communications and Community Relations**

You will:

- manage communication that impacts employees and ensures timely, audience-specific, legislatively compliant, and positive communications;
- recognize when issues may become public and work with the HR Department, Superintendent, and the Communications Department to ensure timely notification of the Board and positive, respectful, accurate, and legally sound public responses.

### **The Right Candidate**

You are an experienced leader with extensive knowledge in human resources with human resources credentials, including but not limited to a Master degree in a related field. Your consistent, positive outlook paired with your proven expertise with advancing a wide range of successful initiatives has provided you with the background to effectively resolve the complex issues that arise in this high-pressure role. A dynamic, high-energy leader, you offer first-rate communication, interpersonal and problem-solving skills.



SCHOOL DISTRICT NO. 73  
(Kamloops-Thompson)

## **Employment Opportunity Associate Superintendent – Human Resources**

*Secwepemcúl'ecw yí7élye ell*

*We respectfully honour and acknowledge that we are living and working in the territory and lands of the Secwepemc People.*

and maintaining their local school system to reflect local priorities, values and expectations.

The Board shares a co-governance relationship with the provincial government through the Ministry of Education. The BC School Trustees Association supports the board in this relationship.

You demonstrate:

- care and respect for everyone
- a genuine interest in seeking diverse perspectives
- collaborative leadership
- creative and critical thinking
- analytical information processing
- strategic thinking
- solution-oriented problem solving
- excellent verbal and written communication skills
- flexibility and adaptability
- timely and responsive decision making

### **Qualifications**

- a minimum of a Master of Education degree or related field.
- a minimum of five years of experience in school and/or district leadership positions, or human resource management in a public or private organization.
- the ability to communicate in French is an asset, not a prerequisite.

### **To Apply**

This position requires a valid BC driver's licence, and business use of a personal vehicle. A vehicle allowance is provided.

**Apply by 12:00 pm on Tuesday, July 5, 2022, with a cover letter, resume and three professional references. Applications can be submitted by email to [lcroftcote@sd73.bc.ca](mailto:lcroftcote@sd73.bc.ca).**

### **To learn more about the District and our region:**

[School District No. 73 \(Kamloops-Thompson\)](#)  
[City of Kamloops](#)  
[Blue River](#)  
[District of Barriere](#)  
[Village of Chase](#)  
[District of Clearwater](#)  
[District of Logan Lake](#)  
[Sun Peaks Municipality](#)