



*School District 71 is an inclusive learning community that embraces diversity, fosters relationships and empowers all learners to have a positive impact on the world. Our mission is to work with our educational partners to inspire engaged, compassionate, resilient lifelong learners and cultivate a collaborative community together.*

### **Leadership Position:**

### **Executive Director of Human Resources**

#### **Our District**

Comox Valley School District is an inclusive learning community located on the east coast of Vancouver Island, within the traditional territory of the K'ómoks First Nation. Serving the communities of Courtenay, Comox, Cumberland, Denman Island, and Hornby Island, our district is renowned for its vibrant arts scene, diverse cultural programs, and abundant outdoor recreation opportunities.

We are a progressive district dedicated to developing responsible, compassionate citizens and lifelong learners. Our comprehensive educational program supports approximately 12,000 students from Kindergarten to Grade 12, with over 1,800 employees across 15 elementary schools, two junior secondary/middle schools, three secondary schools, two alternative schools, and a distributed learning school. Our annual operating budget is approximately \$150 million.

#### **The Position**

Guided by the Comox Valley Schools purpose, vision, values and goals, the Executive Director of Human Resources is *an inspirational leader* and a key member of the Senior Team in the district. Reporting directly to the Superintendent, the Executive Director of Human Resources is responsible for overseeing and operationalizing all aspects of the District's human resource programs, initiatives, and services. The Executive Director

will lead a full range of accessible, trusted and professional human resource services for the District, including acting as the lead executive on staffing, performance management, grievance and conflict resolution, investigations and mediations, and human resource information systems. The Executive Director of Human Resources provides expert strategic leadership in areas of wellness, attendance and leave management, policy and compliance, and labour relations.

### **The Successful Candidate**

The successful candidate will be a strategic thinker with highly developed problem solving, analytical, and negotiation skills that ensure success in fulfilling the Board's vision for student success and Truth and Reconciliation including proactively seeking opportunities for equitable recruitment and retention. The successful candidate will take on responsibility for leading the Human Resources staff while developing and delivering practices that support the Strategic Plan and build strong employee relationships that promote a healthy, productive and engaged work environment. The successful candidate approaches their work with humility, respect, and awareness of key responsibilities as defined in the School Act, Board Policy, and the duties specified in the job description.

This position assists the Superintendent by working toward the strategic priorities of the school district.

### ***Qualifications and Experience***

- Post-secondary degree in Human Resources or an equivalent combination of education and school/district-based leadership experience.
- Minimum of 5 years of recent, progressive, and successful experience working in a complex multi-union labour relations environment, preferably in K-12 Education or the Public Sector.
- Relevant certification (CPHR) or ability to be certified.
- Experience working with Trauma--informed practices and an awareness of the recommendations of the Truth and Reconciliation Commission.
- Experience working as a member of a Senior Management Team and in support of a Board of Education on strategic planning initiatives.
- Experience working with a Board and as an executive team member.
- Experience providing senior leaders (principals/vice-principals, directors, managers) with advice on labour relations and employment related issues.
- Proficiency in Microsoft Office Suite, human resource software (PowerSchool Atrieve preferred), and data analytics tools.

## ***Key Responsibilities***

### **1. Strategic Leadership and Vision**

- Supports the District's attainment of the Strategic Plan, particularly as it applies to Truth and Reconciliation (learning, unlearning, and relearning) and de-colonizing approaches.
- Provides expertise and training for all matters of Labour Law interpretation, Employment Law compliance, Criminal Record Check requirements, Record Management, and Human Rights Exemptions.

### **2. Labour and Employee Relations**

- Establishes a vision for and represents the district in its work and relationship with union executives to establish strong working partnerships.
- Ensures that District Human Resource practices are consistent with District policy, legal requirements, and statutory guidance.
- Leads the Collective Bargaining process, in consultation with the Secretary-Treasurer and Superintendent.
- Supports the District's vision for employee wellness, recruitment, and retention.

### **3. Wellness, Attendance Support and Leave Management**

- Develops and maintains a program of employee Wellness, Attendance Support, and Leave Management.
- Manages Employee and Family Assistance Program and gradual-return-to-work programs within the District.

### **4. Policy and Compliance**

- Directs and oversees all performance management systems including performance reviews and evaluations.
- Assists the Superintendent in the planning, development, implementation, and evaluation of Board policy within areas of responsibility.

### **5. Performance Management and Development**

- Demonstrates effective organizational skills resulting in compliance with all legal, Ministerial and Board mandates and timelines.
- Develops and implements coaching and training for executives and supervisors regarding human resource practices and the development of leadership capacity within the District.

## 6. Communications

- Establishes and maintains essential communications and relationships with district employee groups such as the CDTA, CUPE, and other non-union employees.
- Takes action to ensure open and transparent communication pertaining to the District's Human Resource programs and practices is developed and maintained.
- Honours and facilitates the implementation of the Board's Roles and Responsibilities as defined in Board policy and expects staff to do the same.
- Provides information that the Superintendent requires to perform their role in an exemplary manner.

## Applications Process

This full-time continuing position is excluded from union membership. Salary, benefits and other terms and conditions of employment are determined between the Comox Valley School District and the successful candidate. The position has a salary range of \$161,989 to \$179,988.

Qualified individuals are invited to apply in confidence through "[www.makeafuture.ca/comox-valley](http://www.makeafuture.ca/comox-valley)" under section "**Management & Directors**" by submitting:

- A cover letter outlining how they meet the hiring criteria,
- A comprehensive resume highlighting education, experience, and qualifications,
- A list of at least three professional references with current contact information (email address and phone number)

This competition will remain open until a successful candidate is found. To be considered in the initial recruitment phase, submission should be received by  
**4:00 pm (PST), January 25, 2026**

Inquiries regarding this position should be directed to: [recruitment@sd71.bc.ca](mailto:recruitment@sd71.bc.ca) with the subject line: ED Human Resources

Thank you for your interest in School District 71 (Comox Valley)  
An Equal Opportunity Employer