



**Central Okanagan  
Public Schools**

Together We Learn

## Director of Human Resources

It is acknowledged that Central Okanagan Public Schools operates within the unceded, Traditional Territory of the Okanagan syilx peoples. The School District enrolls over 25,200 students (including approximately 3,100 students who self-identify as having First Nations, Metis, and/or Inuit ancestry from Canada). Central Okanagan Public Schools is located in the Central Okanagan encompassing the communities of Peachland, West Kelowna, Kelowna, and Lake Country. There are 50 school sites with 32 Elementary Schools, 8 Middle schools, 5 Secondary Schools, 3 Learning Centres, an Alternate Education School, and an Online Learning School (6-12). Central Okanagan Public Schools has an excellent reputation for providing outstanding, student-centered programs in a diverse and inclusive environment as well as offering a wide range of educational opportunities for students and staff. We believe equity empowers each learner to thrive, holistically.

Applications are invited from dedicated and enthusiastic professionals committed to leading strong Human Resources and Labour Relation practices in a public education setting. Under the supervision of the Executive Director, you will be responsible for providing direct Human Resources and Labour Relations leadership to educational programs within the Central Okanagan Public Schools.

Major responsibilities will include:

- Contributing to the Human Resource Team in providing services that support the Board of Education's Strategic Plan, and the commitment to Truth and Reconciliation and Antiracism.
- Lead the development and continuous improvement of Human Resources and Labour Relations practices, including innovative approaches to supporting a unionized workforce and fostering strong collaborative relationships.
- Oversee and optimize the end-to-end grievance management process, ensuring timely, fair, and consistent practice.
- Direct comprehensive recruitment and staffing strategies, including workforce planning, talent acquisition, onboarding, and the coordination of leave management to ensure operational continuity.
- Provide leadership, supervision, and mentorship to District Principals, Managers, and HR professionals building organizational capacity.
- Bargaining Lead and/or Support, preparing and advancing negotiation strategies, coordinating consultation processes, and ensuring alignment with organizational goals and legislative requirements.
- Champion employee wellness, supporting programs that promote safety, employee engagement, resilience, and overall organizational well-being.
- Manage complex HR and Labour Relations matters, including workplace investigations, employee services, conflict resolution, and grievance management, ensuring compliance and consistent application of policies.
- Provide expert guidance to Principals and Managers on interpreting collective agreements, district policies, and workplace rules, supporting fair and consistent decision-making.
- Administer disability management, return-to-work programs, and duty-to-accommodate processes, working collaboratively with employees, unions, and external partners.
- Design and deliver HR-focused in-service training and leadership development, strengthening HR literacy and building leadership capacity across the district.

- Maintain and strengthen HR information systems and records management, ensuring data accuracy, confidentiality, compliance, and efficient reporting capabilities.

The ideal candidate will:

- Demonstrate a deep understanding of human resource dynamics, supported by extensive, recent experience in public-sector HR and Labour Relations, ideally within the K-12 public education sector.
- Bring a proven record of effectively managing labour relations matters, including contract administration, collective bargaining, conflict resolution, and workplace investigations.
- Serve as the Human Resources and Labour Relations lead for unionized employee group, guiding strategic decision-making and support collaborative labour-management processes.
- Build and maintain strong, productive relationships with union and exempt employees at all organizational levels, while also fostering positive, professional connections with external partners and agencies.
- Hold a valid Ministry of Education Teacher Regulation Branch certification and apply pedagogical insight to HR decision-making in a K–12 public education environment.
- Hold a master’s degree in a relevant discipline from a recognized university.
- Bring significant experience in a district-level Human Resources role, demonstrating the ability to navigate complex, multi-site organizational structures.
- Possess a highly successful background in teaching and school-based administration (K–12), providing strong contextual understanding of the needs of educators and students.
- Demonstrate exceptional interpersonal, communication, and conflict-resolution skills, supporting respectful, fair, and collaborative workplace relationships.
- Apply superior organizational, planning, and analytical skills with exceptional attention to detail and accuracy in all HR processes.
- Hold or is working toward the Chartered Professional in Human Resources (CPhR) designation, which is considered a strong asset.

Annual salary range is \$167,546 to \$186,163. Please apply online on Make a Future at <https://buff.ly/rclzFDS>. Include a letter of application, complete with a comprehensive resume (include your phone number and email address) and copies of supporting documentation with the names of 3 (three) references **no later than 12:00 p.m. (noon), Friday, February 20, 2026.**



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Bob McEwen  
Executive Director of Human Resources  
Central Okanagan Public Schools