

Administrative Procedure		Nicola Similkameen School District
Section:	District Administration	
Title:	Director of Human Resources	

BACKGROUND

Guided by the District’s vision, principles, mission, and values and our goals, the Director – Human Resources will assist the Superintendent in fulfilling the general and specific aspects of the role description for the Superintendent as defined in the [School Act](#) and [Board policy](#).

PROCEDURES

The Director – Human Resources is directly responsible and accountable to the Superintendent. The Director – Human Resources, will have specific responsibilities for:

1. Human Resources Leadership

- 1.1 Provides for training of administrators and the development of leadership capacity within the District as approved by the Superintendent.
- 1.2 Provides effective Teacher and School Administrator Induction Programs.
- 1.3 Provides recommendations to the Superintendent regarding strategic workforce planning.
- 1.4 Assists District personnel with human resources processes (e.g. conflict resolution and mediation).
- 1.5 In collaboration with the Secretary-Treasurer, provides support to the Board’s negotiating committees.
- 1.6 Provides for the administration of arbitration and grievance procedures that arise out of the application of collective agreements with recognized employee organizations.
- 1.7 Ensures District compliance with the requirements of Occupational Health and Safety legislation.

2. Human Resources Management

- 2.1 Supervises, evaluates and reviews the performance of “direct reports.”
- 2.2 Conducts the selection process and participates in the selection panel for all administrative positions other than that of the Superintendent.
- 2.3 Recruits and hires all personnel in consultation with the direct supervisor in accordance with the Superintendent’s direction and approved budget.

- 2.4 Establishes the frameworks for supervision and evaluation of all personnel.
- 2.5 Conducts the supervision and evaluation of school-based administrative staff, as requested by the Superintendent.
- 2.6 Supervises the evaluation of school staff by, and in consultation with, principals.
- 2.7 Provides support to ensure that each staff member is provided with a welcoming, caring, respectful and safe learning and working environment that respects diversity and fosters a sense of belonging.
- 2.8 Administers all employment contracts in the best interests of the District, including leaves, transfers, and transitions to retirement.
- 2.9 Administers the employee classification system (job descriptions, grid placements).
- 2.10 Administers the Employee & Family Assistance Program.
- 2.11 Administers all personnel files.
- 2.12 Within areas of responsibility, provides for legal opinions as required.
- 2.13 Provides supervisory expertise to principals and District personnel.
- 2.14 Provides support, as requested, to the Assistant Superintendent – Instructional Services in matters related to staff professional development.

3. Health Wellness and Safety

- 3.1 Provides strategic leadership and oversight for the District's occupational health, safety, and wellness programs, ensuring compliance with applicable legislation, including the Workers Compensation Act and WorkSafeBC regulations.
- 3.2 Oversees the development, implementation, and continuous improvement of district-wide health and safety policies, procedures, and programs.
- 3.3 Acts as a key advisor to senior leadership on workplace safety, risk management, and regulatory compliance, ensuring effective systems are in place for incident reporting, investigation, and prevention.
- 3.4 Oversees disability management and return-to-work processes in alignment with legislative requirements and collective agreements.
- 3.5 Ensures the effective functioning of Joint Occupational Health and Safety Committees and fosters a culture of safety and wellness across all worksites.
- 3.6 Liaises with external agencies, including WorkSafeBC, and ensures appropriate responses to inspections, claims, and compliance matters.

4. Student Wellness

- 4.1 Provides support to ensure that each student is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.

5. Fiscal Responsibility

- 5.1 Makes recommendations to the Superintendent regarding staff allocations to include in the District's budget.
- 5.2 Develops a department budget within the parameters and constraints of the District's budget.
- 5.3 Ensures the proper fiscal management of department budget allocations.
- 5.4 Operates in a fiscally prudent and responsible manner.

6. Policy/Administrative Procedures

- 6.1 Assists the Superintendent in the planning, development, implementation and evaluation of Board policy within areas of responsibility.
- 6.2 Provides leadership in the planning, development, implementation and evaluation of administrative procedures within areas of responsibility.
- 6.3 Ensures the application of Board policy and District administrative procedures as required in the performance of duties.

7. Organizational Management

- 7.1 Within areas of responsibility, demonstrates effective organizational skills resulting in compliance with all legal, Ministerial and Board mandates and timelines, and adherence to the Superintendent's directives.
- 7.2 Contributes to a District culture which facilitates positive results, effectively handles emergencies, and deals with crisis situations in a team-oriented, collaborative and cohesive fashion.

8. Communications and Community Relations

- 8.1 Takes appropriate actions to ensure open, transparent and accessible internal communications (and external when required) are developed and maintained in areas of responsibility.
- 8.2 Ensures staff, students, and parents/guardians have a high level of satisfaction with the services provided and the responsiveness of the department.

- 8.3 Investigates, and facilitates resolution of, concerns and conflicts.
- 8.4 Demonstrates a commitment to Truth and Reconciliation and an appreciation of working in a culturally responsive environment.

9. Superintendent Relations

- 9.1 Establishes and maintains positive, professional working relations with the Superintendent.
- 9.2 Honours and facilitates the implementation of the Board's roles and responsibilities as defined in Board policy and encourages staff to do the same.
- 9.3 Provides information which the Superintendent requires to perform their role in an exemplary fashion.
- 9.4 Other duties as assigned by the Superintendent

10. Leadership Practices

- 10.1 Practices leadership in a manner that is viewed positively and has the support of those with whom they work in carrying out the Superintendent's expectations.
- 10.2 Exhibits a high level of personal, professional and organizational integrity.

Reference: Sections 22, 65, 85 School Act

Date Approved: April 2, 2026