



District Principal – 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 promoting strong Human Resources and Labour Relation practices in an education setting. Under the line supervision of the Director, you will be responsible for providing direct Human Resources support 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.
- Supporting oversight of school-based or district-based staffing and recruiting initiatives.
- Supporting Human Resources and Labour Relation matters including managing workplace investigations, employee services, and grievances.
- Providing advice and guidance to Managers and Principals concerning the interpretation and administration of the collective agreements, policies, and workplace regulations.
- Supporting and conducting evaluations and performance management, including Principal, Teacher, and Support Staff evaluation processes.
- Promoting and maintaining positive relationships while liaising with unions and responding to union grievances.
- Overseeing full-cycle recruitment, including selecting candidates, coordinating onboarding, and coordinating effective staff assignments with schools and departments.
- Managing disability and leave processes including return-to-work and duty-to-accommodate processes.
- Providing Human Resources in-service, leadership, and learning development for employees at all levels.

The ideal candidate will:

- Hold Ministry of Education Teacher Regulation Branch certification
- Have received a master's degree from a recognized university in a related field
- Have had a highly successful teaching and administrative experience
- Display strong interpersonal skills, conflict resolution skills, and highly effective communication
- Have superior organization, planning, and attention to detail skills, with the ability to manage a robust workload
- District Human Resource experience will be considered an asset

Annual salary range is \$157,240 to \$165,664. Please apply online on Make a Future at <https://buff.ly/oE2ukit>. 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 27, 2026**.



**Central Okanagan
Public Schools**
Together We Learn

Bob McEwen
Executive Director of Human Resources
Central Okanagan Public Schools