



SUN WEST SCHOOL DIVISION

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Sun West School Division Requires a Human Resources Manager

Sun West School Division is located in west central Saskatchewan and provides a Pre-K to grade 12 education to over 4,700 students. Sun West School Division has 13 K-12 schools, 6 elementary schools, 1 middle school, 3 high schools and 19 Hutterite Colony schools. Sun West employs upwards of 850 professional staff.

At Sun West School Division, our work is focused on achieving three priorities for every student: Achievement, Engagement, and Well-being. Our school division is committed to creating a learning environment that inspires all students to reach their full potential.

General Description

The Human Resources Manager is directly responsible for the overall administration, coordination, and evaluation of the human resource function. This position is responsible for human resource policies and procedures such as recruitment and retention, training and development, compensation and benefits, performance management and strategic planning. This position reports to the Director of Education.

Duties and Responsibilities

1. Manages and coordinates the recruitment process of all staff.
2. Collaborates with senior administration regarding staffing complement and placement in the division for teaching staff.
3. Provides leadership in the area of staffing levels, staffing projections, placements and responses to the employment environment.
4. Works collaboratively with principals, supervisors and managers to hire, supervise and evaluate staff.
5. Works closely with senior administration in managing performance evaluation and supervision of all staff.
6. Provides leadership in investigations and disciplinary processes involving or impacting employees.
7. Manages and coordinates employee contracts, benefits, salary grids, wage rates, staffing placements, and requests.
8. Provides leadership in negotiation and implementation of collective agreements for teaching and non-teaching staff.
9. Provides leadership in the interpretation of legislation to ensure compliance with employment and other applicable legislation and regulations.

10. Provides leadership in medical accommodations to support employees in accordance with the employer's duty to accommodate.
11. Administers and manages attendance issues, employees leave requests, and support for employees including access to employee and family assistance plans.
12. Collaborates with Superintendents regarding staff professional development, including provincial and division bursaries.
13. Collaborates with Superintendents to support mentorship program/orientation for newly hired staff – teachers, school-based administrators, and support staff.
14. Coordinates the promotion of employment opportunities within the school division in collaboration with the Marketing and Communication Officer.
15. Administers and places interns and student teachers.
16. Participates in planning/policy/action committees.
17. Performs other duties as assigned by the Director.

Qualifications

- Candidates will possess a Degree in Business with a major in Human Resources; or comparable education, along with successful experience in the field of Human Resources.
- Experience in the education sector would be considered an asset.

For further information, please contact Vicki Moore, Director of Education at 306-882-2677.

Application Deadline: September 17, 2024