SCHOOL DISTRICT 84

VANCOUVER ISLAND WEST

ASSISTANT SUPERINTENDENT

LEARNING SERVICES AND HUMAN RESOURCES

EXEMPT SENIOR LEADERSHIP POSITION

About School District 84

Located on the west coast of Vancouver Island, School District 84 serves approximately 330 students in the rural and remote communities of Gold River, Kyuquot, Tahsis and Zeballos. The district provides public education in close partnership with students, staff, families, communities and Indigenous rightsholders. As one of British Columbia's smallest school districts, SD84 values strong relationships, collaboration, and the ability to be responsive to the needs of each learner.

We acknowledge and give thanks that we live, learn and work on the traditional territories of the Nuu-chah-nulth peoples, specifically the Ehattesaht/Chinehkint, Ka:'yu:'k't'h'/Che:k'tles7et'h', Mowachaht/Muchalaht and Nuchatlaht Nations.

The SD84 Strategic Plan 2025-2030 guides decision-making, aligns resources and establishes priorities for action and continuous improvement. The Plan is centred on three interconnected priorities:

- Learning - personal success for every student, with a focus on literacy, numeracy, graduation and equity in outcomes.
- Relationships - safe, caring and connected schools strengthened by partnerships with families and communities.
- Indigenous Ways of Knowing - stronger connections with Nuu-chah-nulth peoples, culture, language and land, and learning environments that are safe, welcoming and responsive.

The Opportunity

Reporting to the Superintendent of Schools, the Assistant Superintendent of Learning Services and Human Resources is a key member of the district's Senior Leadership Team. The position provides district-wide leadership in human resources, student learning and inclusive education, while supporting implementation of the Board of Education's Strategic Plan, policies and administrative procedures.

This opportunity calls for a collaborative, innovative, and relationship-centred leader who can support people and align resources to improve outcomes for students. The successful candidate will work closely with school and district leaders, employees, unions, families, Indigenous rightsholders, community partners and provincial networks. This position is primarily onsite and in person, with some flexibility for hybrid work arrangements where operationally appropriate. The salary range is $184,523 to $205,025 with a generous benefits plan and participation in the Teacher Pension Plan.

Key Responsibilities

Senior Leadership

- Support the development, implementation, and monitoring of district strategic and operational plans
- Support schools to align staffing, resources, and professional learning with district priorities.
- Contribute as a member of the district senior leadership team, providing advice and expertise on matters within the position's portfolio, and prepare reports, recommendations and presentations.
- Participate in Senior Leadership Team, Board, and partner meetings, and assume delegated leadership responsibilities as required.

Human Resources

- Promote a respectful, inclusive, and safe workplace culture grounded in continuous learning.
- Provide leadership for employee recruitment and retention, including job descriptions, recruitment, hiring, onboarding, retention, and professional learning.
- Promote positive labour relations, and oversee the consistent application of collective agreements, employment contracts, Board policy, administrative procedures and relevant legislation.
- Manage grievance procedures, investigations, employee discipline, employee disability management, accommodations, attendance support, Worksafe, and Occupational Health and Safety protocols
- Support the leadership development, mentoring, and supervision of principals and vice-principals.
- Advise principals and vice-principals on workplace concerns, investigations, and workplace accommodations.

Student Learning

- Provide leadership in curriculum, instruction, and assessment that aligns with the district Strategic Plan.
- Work with principals and vice-principals to strengthen instructional leadership, school planning, and responsive intervention.
- Guide district approaches to improving literacy, numeracy, graduation, and student engagement.
- Use local and provincial evidence of learning to monitor progress and communicate results through the Framework for Enhancing Student Learning.
- Coordinate professional learning that builds staff capacity in support of district strategic goals.
- Support educators capacity for culturally responsive, land-based, and experiential learning, including the inclusion of Nuu-chah-nulth language and culture in classrooms.

Inclusive Education

- Provide system leadership for inclusive education and student support services.
- Strengthen school-based team processes, individualized planning, and monitoring of supports.
- Ensure support services are coordinated, equitable, and aligned with Ministry requirements.
- Support school teams' capacity to respond to complex student needs and create safe, accessible, trauma-sensitive and culturally responsive learning environments.
- Build effective partnerships with families, Indigenous communities, community agencies, and other service providers.
- Monitor the effectiveness of inclusive education programs and make recommendations for staffing, resources, professional learning, and service delivery.

Candidate Profile

The successful candidate will be an experienced educational leader who demonstrates:

- A clear commitment to student success, equity, inclusion, and belonging.
- Strong knowledge of British Columbia's K-12 education system, curriculum, inclusive education, employment practices and unionized workplaces.
- The ability to apply educational and human-resource leadership in a rural and remote district context.
- Sound judgement, discretion, and the capacity to address complex challenges.
- Exceptional communication, facilitation, relationship-building, and organizational skills.
- A demonstrated record of building leadership capacity, supporting change, and creating alignment across diverse teams.
- An evidence-informed approach to decision-making, resource allocation, and continuous improvement.
- A willingness and ability to travel regularly throughout the district and to attend evening meetings or community events when required.

Required Qualifications

- A valid British Columbia Professional Teaching Certificate, or eligibility for certification.
- A master's degree in education, educational leadership, or a related field.
- Successful district-level leadership experience, as well as experience in school leadership as a principal.
- Demonstrated leadership experience in student learning and inclusive education.
- Substantial experience with human resources and labour relations in a public-sector or unionized environment.
- Demonstrated experience working respectfully and collaboratively with Indigenous rightsholders and communities.
- A valid driver's licence and the ability to travel within the district.

Employment and Application Information

To apply: Submit a cover letter, curriculum vitae, three professional references, and proof of certification through Make a Future at https://buff.ly/TufyYlo, or by email to the Superintendent of Schools at slarre@viw.sd84.bc.ca. Applications should describe the candidate's experience and leadership impact across human resources, student learning and inclusive education.

Preferential hiring: School District 84 engages in preferential hiring of self-identified First Nations applicants in all positions in accordance with section 42 (Special Programs) of the British Columbia Human Rights Code.

We thank all applicants for their interest. Only those selected for an interview will be contacted.

www.sd84.bc.ca