



DISTRICT ADMINISTRATIVE VACANCY

ASSISTANT SUPERINTENDENT – LEADERSHIP AND EMPLOYEES SERVICES

An exceptional opportunity for an experienced educational leader to assume a pivotal role, carrying forward a strong legacy of leadership in Nechako Lakes following the retirement of a long-serving educator and Assistant Superintendent.

Start Date: August 1, 2026

Position: 1.0 FTE Continuing

Location: School Board Office, Vanderhoof, BC

Nechako Lakes School District gratefully acknowledges that we live, work, and play on the unceded, ancestral territories of fourteen First Nations representing the Dakelh, Nedut'en and Wet'suwet'en peoples. We are working diligently towards creating equity for our learners through conscious acts of Reconciliation.

The School District:

Nechako Lakes School District is nestled in the heart of north-central British Columbia, serving the diverse and welcoming communities of Fort St. James, Vanderhoof, Fraser Lake, Burns Lake, and Granisle. The district is home to approximately 2825 students in our local schools, as well as 900 full-time equivalent learners enrolled in EBUS Academy, one of the largest and most established online schools in the province. Every day, around 650 teachers, support staff, and exempt staff work throughout our district, making up the largest employee group in our region.

Choosing to live and work in Nechako Lakes means becoming part of communities where people know and support one another. With affordable housing, a lower cost of living, short commutes, and access to regional services and amenities, the region offers an ideal balance between lifestyle and career.

The natural beauty of the area is captivating, with more than 200 lakes, rivers, and streams offering four-season opportunities for hiking, skiing, biking, paddling, and fishing. Whether you're just starting your career, raising a family, or seeking a meaningful life connected to both land and community, Nechako Lakes offers a rewarding place to grow, both personally and professionally.

The Position:

Nechako Lakes is seeking a highly qualified, experienced senior leader for the Assistant Superintendent position. This individual will be instrumental in advancing the Board of Education's Strategic Priorities through a lens of high-performing employee services: Leadership Excellence, Honouring Diversity, and Community Connections. Reporting directly to the Superintendent, the Assistant Superintendent will supervise schools and provide comprehensive support to Principals and Vice-Principals. Key responsibilities include oversight of Human Resources for professional staff and leading teacher

recruitment, retention, and leadership development initiatives. This position offers an excellent opportunity for a strategic and collaborative Employee Services leader to contribute to a forward-thinking school district dedicated to equity and educational achievement for all students.

The Ideal Candidate:

The ideal candidate is an outstanding leader with a visionary and innovative approach with students at the center. They are compassionate listeners with a proven track record in district-level public school leadership, especially in the areas of employee services. Proficient in current learning theories, they advocate for lifelong learning and maintain strong interpersonal and communication skills. Their consultative leadership style is characterized by effective decision-making and collaboration with stakeholders and Rightsholders. Committed to excellence, diversity, Truth and Reconciliation, they actively contribute to the school district and its communities. As a valued administrative team member, they demonstrate dedication, compassion, technological proficiency, and a deep understanding of education and fostering safe, caring learning environments

Responsibilities:

- Lead and manage the recruitment, staffing, and employee services for district professional staff
- In collaboration with the Senior Staff, provide strategic advice and mentorship to school administrators on teacher staffing-related collective agreement provisions and contract administration and interpretation matters
- Facilitate district and school growth planning to promote ongoing improvement in accordance with the Board's Strategic Plan and the Ministry's Framework for Enhancing Student Learning
- Provide leadership and guidance for school leaders as designated by the Superintendent
- Lead the District's local collective bargaining process for teachers and support staff bargaining as required
- Support in collaboration with other departments to renew the focus on employee wellness and attendance initiatives
- Work with other staff members to develop and support policies, regulations, and procedures
- Use technology and work with other departments, including Finance, to align staffing with budget and collective agreements to best serve student learning
- Provide strategic oversight and direction for employee staffing processes, including all full-time and temporary teaching staff
- Support the delivery of professional learning opportunities for principals, vice principals and aspiring leaders
- Lead the continued development and implementation of recruitment and retention strategies
- Maintain professional and respectful working relations through mutual respect with employee unions, partner groups, Rightsholders, and stakeholders
- Actively participate in meetings and provide strategic advice as a member of the Senior Leadership Team, including providing input on staffing matters during the annual financial planning process, as well as strategic and operational planning processes
- Attend various labour/management committee meetings, grievance hearings, and arbitrations as required as an expert resource and advisor to the Senior Leadership Team
- Attend Committee Meetings and other Board meetings as required
- Participate in the selection processes for principals/vice principals and other exempt staff as required
- Through ongoing professional learning, maintain a strong working knowledge of relevant legislation impacting portfolio responsibilities, arbitral case law, and best practices
- Perform additional responsibilities as directed by the Superintendent

Candidate Qualifications:

- Candidates must have a Master's degree plus a valid BC Teaching Certificate
- Demonstrated leadership experience of four or more years at the senior district level within the public K–12 education system, including prior experience as a school administrator
- Previous Employee Services training or HR certification would be an asset
- Expertise in HR practices, labour relations, collective agreements, and public education practices
- Demonstrated experience working in collaboration with Indigenous Nations and partner organizations
- Demonstrated leadership and supervisory experience at the district level
- Demonstrated ability to foster and lead high-performance teams and manage complex issues or projects in a fast-paced environment
- Strong emotional intelligence, political acumen, and interpersonal skills to manage and foster trusting working relationships with inherent Rightsholders, stakeholders, school administrators, colleagues, and staff
- Strong project management and planning skills with a demonstrated ability to meet established timelines
- Strong organizational skills with the ability to work under pressure and manage competing priorities
- Ability to communicate effectively, including the ability to speak, listen, and write in a clear, thorough and professional manner, utilizing appropriate communication tools and platforms
- Ability to strategically assess situations to determine their priority, importance, urgency and risks, and make objective and clear decisions consistent with organizational goals
- Strong leadership skills with the ability to ethically manage, mentor and support unionized and exempt staff
- Experience in crisis response and incident support management as part of the Senior Leadership Team
- In-depth understanding of provincial education policies, goals and continuous improvement strategies
- Strong knowledge of the *BC Learning Framework* and its application in educational planning
- In-depth working knowledge of technology and software platforms, including Microsoft applications
- Experience analysing and working with school and District data to support staff and learning
- Strong ability to work independently, exercise sound professional judgement, set goals, develop action plans, track progress and evaluate results

Equity:

- Demonstrated commitment to the *BC Human Rights Code* and experience in creating inclusive, safe, and equitable environments that uphold the rights and dignity of all members of the school community
- Demonstrated commitment to the elimination of gaps in student achievement outcomes for all learners and the elimination of all forms of racism and discrimination

Truth and Reconciliation:

- Demonstrated commitment to ongoing professional development, learning, and awareness of cultural humility for local Indigenous histories, traditions, and ways of being
- Possess the requisite skills to align professional practices and initiatives consistent with the calls to action under the Truth and Reconciliation Commission and the Board's Strategic Plan

Compensation:

The salary range for this position is determined by the BC Public Service Employer Association (BCPSEA). Placement on the salary range is dependent on qualifications and experience.

- Current salary range - \$185,557 – \$206,174*
- Moving reimbursement
- Recruitment & Retention allowance
- Excellent benefits based on the provincial exempt package

**Salary grid improvements may be approved by BCPSEA for the 2026-27 school year.*

To apply, please send your curriculum vitae/resume with a supporting cover letter and three (3) professional references from current/previous direct supervisors to:

Heather Silver, Executive Assistant to Superintendent
Nechako Lakes School District - P.O. Box 129, Vanderhoof, BC, V0J 3A0
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E-Mail: hsilver@sd91.bc.ca

The successful candidate will be required to complete a Criminal Record Search pursuant to BC's Criminal Records Review Act, which will be subject to review by the Nechako Lakes School District.

Closing Date for Applications: 4:00 pm on Thursday April 2, 2026