

LEADERSHIP OPPORTUNITY

Christ The Redeemer Catholic Schools is the fourth largest Catholic school division in the province, providing high quality education in a faith-based, Christ-centered environment.

APPLY TODAY!

DIRECTOR OF HUMAN RESOURCES

The Catholic Education Centre
Okotoks, Alberta

Christ The Redeemer (CTR) Catholic Schools serves approximately 10 500 students, 500 teachers and 250 support staff in southern Alberta. Christ The Redeemer Catholic Schools provides an authentic Catholic education to students in traditional schools in Canmore, Brooks, Drumheller, High River, Okotoks, De Winton, Oyen, and Strathmore, and provides online schooling, home education, and shared responsibility programs to students all over Alberta and around the world.

Christ The Redeemer (CTR) Catholic Schools invites applications for the role of Director of Director of Human Resources. Reporting to the Associate Superintendent, the Director of Human Resources provides strategic leadership and operational oversight for all Human Resources functions across the division. This key leadership role supports the recruitment, development, wellness, and retention of employees while ensuring all Human Resources practices align with the division's Catholic mission, values, and commitment to excellence in education. The Director works collaboratively with school and divisional leaders to provide expert guidance on workforce planning, employee relations, staffing, compensation, compliance, workplace wellness, and organizational effectiveness. Key Responsibilities include:

- Provide strategic leadership for Human Resources services, workforce planning, and divisional staffing.
- Lead employee and labour relations, including workplace investigations, conflict resolution, and contract interpretation.
- Advise and collaborate with senior leadership, principals, and senior administration on divisional priorities, emerging issues, risk management, and operational priorities.
- Oversee recruitment, hiring, onboarding, succession planning, and employee retention initiatives.
- Lead employee wellness, disability management, accommodations, leaves of absence, and workplace support programs.
- Support leadership development by mentoring Human Resources staff and providing guidance to administrators on employee performance, growth, and supervision.
- Ensure compliance with employment legislation, teacher certification requirements, professional standards, government reporting, and divisional policies.
- Oversee Human Resources information systems, workforce data, analytics, reporting, and regulatory submissions to support informed decision-making.
- Communicate Human Resources initiatives, legislative updates, policy changes, and professional learning to administrators and staff.
- Additional responsibilities as required, in alignment with evolving organizational priorities.

The successful candidate will be a practicing Catholic who actively supports the mission and vision of CTR, fostering a division-wide culture of faith, learning, and safe, caring school communities. A master's degree, significant administrative and/or system level experience, is an asset for this role. Applications must be submitted electronically to Carmen Ostafichuk (costafichuk@redeemer.ab.ca) by 9:00 am, June 15th, 2026, and should include a letter expressing interest in the position, a current resume, two reference letters from professional supervisors, and a current [pastoral reference](#).