

## **Director of People Services - System Leadership Position**

Wild Rose School Division invites applications for a Director of People Services effective immediately upon the successful candidate's appointment.

The Director of People Services is a member of our central office leadership team and is responsible for all areas of human resources, employment, personnel and staff wellness across the school division. The successful candidate will be able to provide detailed evidence of:

- Five or more years of proven leadership as a school and/or system leader with prior experience as a school principal or director of human resources.
- A masters degree in education, leadership, human resources or other relevant discipline. A human resources management certificate would be an asset.
- A proven record of treating people with respect, kindness, empathy, fairness, and compassion.
- Exemplary communication skills that regularly provide opportunities for input from others;
- The ability to work collaboratively with a wide variety of teams, committees, and partners;
- The ability to respond to complex or sensitive situations with reasonable solutions or decisions;
- The ability to promote a positive, respectful and inclusive workplace culture; and
- The ability to implement strategic plans and processes that address system-wide challenges.

Reporting to the Superintendent, the Director of People Services is expected to fulfill the following responsibilities in a manner which is supportive of the Board, its employees, and most importantly, in the best interest of students. The Director of People Services:

- Creates processes, roles, tasks, timelines, and organizational frameworks to ensure high standards in the area of human resources and people services;
- Ensures compliance with Board policies, administrative procedures and Alberta employment standards.
- Provides personnel and people services updates to the Superintendent and Board;
- Facilitates a comprehensive and innovative approach to staff health and wellness;
- Administers, interprets and honours all employee job descriptions, contracts, classification systems, grid placements, collective agreements and support staff handbooks;
- Establishes and fosters collaborative frameworks across People Services in alignment with Division-wide goals;
- Coordinates the recruitment, selection, interviewing, hiring and onboarding processes for all positions in the division, including all leadership positions other than the Superintendency;
- Support the division staff and school leaders in processes of evaluation, retention of teachers new to the profession and new to the division, practicum placements and other responsibilities;
- Develops fair and legally sound processes for employee retirements, resignations, transfers and terminations, including all associated communication processes for these events;
- Assists division personnel with human resources processes involving conflict resolution, mediation, investigations, crucial conversations, performance, and discipline;

- Honours teachers and staff by supporting the organization of staff recognition and induction events;
- Approves all teacher and leadership certification (TQS, LQS, SLQS) in TWINS;
- Engages, connects and addresses concerns regularly with all associated unions and professional organizations;
- Acts as the co-lead (with the division's Assistant Superintendent, Business/Finance) on labour relations and represents the Division in all relevant local and provincial negotiation committees;
- Facilitates teacher and support staff committee meetings and questions;
- Supports leadership development through the facilitation of key programs: aspiring Leaders, and school leader mentorship;
- Participates as a member of the central office leadership team in the areas of emergency response, resource allocation, school leadership meetings and various advisory committee meetings;
- Serves as liaison for schools in the division;
- Performs other duties as assigned by the Superintendent.

We ask that applicants prepare both a cover letter and resume, complete with the names and phone numbers of at least three current work related references. Cover letters can be addressed to Dr. Jodie Mattia, Superintendent, Wild Rose School Division. Applications for this posting will be accepted until **11:59 pm, Tuesday, August 25, 2026**. The successful applicant will be required to provide a criminal record and vulnerable sector check. Applications should be emailed to [superintendent@wrsd.ca](mailto:superintendent@wrsd.ca).

**Join the Wild Rose School Division**, a community-driven professional learning environment where professional fulfillment meets an exceptional quality of life. Serving approximately 4,400 students across 17 schools in west-central Alberta, our division encompasses the vibrant communities of Rocky Mountain House, Drayton Valley, Caroline, Leslieville, Condor, and Breton. Established in 1995 through local board collaboration, we are driven by over 500 dedicated staff members committed to equity, safety, cutting-edge technology, and evidence-based instructional practices. Nestled at the gateway to the Canadian Rockies—with proximity to Crimson Lake Provincial Park, Ram Falls and the North Saskatchewan River—our region offers an unbeatable combination of affordable local living, easy access to Edmonton (Drayton Valley), and world-class, year-round outdoor adventure. Enjoy time spent on a trail, lake, or mountain pass in just twenty minutes. Come shape the future of education in one of Alberta's most scenic and welcoming regions.

***By virtue of the submission of an application, the applicant agrees that the Superintendent or designate can contact previous employers for the purpose of conducting confidential reference checks whether or not the applicant has listed a reference for that employer.***

While we thank all applicants for their interest, only those individuals selected for interviews will be contacted. Resumes of individuals not granted an interview will not be kept on file.