



ST. JAMES-ASSINIBOIA SCHOOL DIVISION
"Great Schools for Growing and Learning"

Supervisor, Human Resources

Full-time (100%) position

Salary: \$82,998–\$93,415 | **Location:** Board Office | **Anticipated start date:** November 23, 2026

About the role

Reporting to the Manager, Human Resources, the Supervisor, Human Resources supports the effective delivery of Human Resources services across the Division. The role provides operational leadership and guidance in workforce planning, recruitment and staffing, employee and labour relations, attendance and workplace accommodation, employee evaluations, payroll and benefits-related matters, and HR policies and processes. The Supervisor works closely with school administrators, departmental leaders, the HR team, Payroll, Educational Support Services (ESS), and union representatives to support consistent, timely and well-documented HR practices. The position supervises the HR Substitute Clerk.

This role is well suited to an HR professional who brings sound judgment, strong organizational skills, a collaborative approach, and the ability to manage complex and confidential matters in a busy, unionized public education environment.

Key Responsibilities

Workforce planning, recruitment and staffing

- Lead and coordinate recruitment and selection processes for support staff in consultation with school administrators and departmental managers.
- Coordinate complex staffing and personnel planning, including vacancy management, staffing projections, position requirements and alignment with approved budgets.
- Work in collaboration with Educational Support Services (ESS) to plan and recruit Educational Assistants (EAs) and other educational support staff across Division schools.
- Maintain and oversee substitute and casual staffing lists, recruitment processes and related communications.
- Coordinate employee changes, including transfers, layoffs and reductions in workload, in accordance with applicable collective agreements, policies and procedures.

Attendance, evaluations and workplace accommodation

- Oversee absence-management processes in collaboration with the HR Substitute Clerk and relevant leaders, including follow-up, documentation and reporting.
- Coordinate workplace accommodation and return-to-work processes with employees, managers, and appropriate internal or external partners, while protecting confidentiality and considering operational requirements.
- Guide managers through employee evaluation processes and monitor completion, documentation and recordkeeping requirements.
- Advise leaders on performance management and appropriate next steps in accordance with divisional procedures, collective agreements and applicable legislation.

Policies, systems, reporting and service delivery

- Assist in developing, reviewing and updating personnel policies, procedures, employee handbooks, job descriptions and job-classification processes for appropriate review and approval.
- Maintain accurate, confidential personnel records and coordinate records management in accordance with applicable requirements.
- Prepare and maintain HR reports, including weekly recruitment bulletins, monthly recruitment reports, annual seniority reports as well as confirm monthly Educational Information System (EIS) numbers, as required.
- Develop and improve procedures, systems and controls that strengthen service quality, consistency, accountability and operational efficiency.
- As a member of the Professional Development Committee, research and recommend professional development opportunities and assist with the annual new employee orientation program.
- Provide day-to-day functional guidance to HR support staff and supervise the HR Substitute Clerk.
- Undertake other related responsibilities as required.

Employee and labour relations

- Provide guidance to principals, managers and supervisors on employee relations, performance and conduct, applicable provincial and federal legislation, divisional policies, and collective agreement provisions.
- Support the resolution of workplace concerns, conflicts and grievances, and assist with investigations, fact-finding, arbitration preparation and matters before public commissions or other bodies.
- Promote constructive employee-management relationships and consistent, fair application of HR practices across the Division.
- Assist with labour relations research, collective bargaining preparation, wage and salary research, and the development of recommendations for management.

Payroll, compensation and benefits

- Apply working knowledge of payroll, compensation, benefits, leaves and employment-related transactions to support accurate and timely HR administration.
- Interpret relevant collective agreement provisions and employment terms that affect pay, hours of work, leave entitlements, seniority and benefits eligibility.
- Work with Payroll, Benefits and other relevant teams to investigate and resolve employee pay, benefits and employment-record questions.
- Research compensation and benefits matters and contribute to recommendations, process improvements and consistent administration.

Qualifications and experience

- Bachelor's degree in human resources or a related discipline.
- Five to eight (5–8) years of progressive HR experience, including recruitment, staffing and workforce planning, collective agreement interpretation, and employee and labour relations.
- Experience in attendance management, employee evaluations and other HR operational functions.
- Working knowledge of payroll, compensation and benefits administration.
- Strong analytical, organizational, problem-solving and communication skills, with the ability to manage competing priorities and confidential information in a fast-paced environment.
- Demonstrated ability to build effective working relationships with employees, school administrators, managers, union representatives and colleagues.
- Demonstrated proficiency in Microsoft Office applications, particularly advanced Microsoft Excel skills, including data analysis, reporting, and spreadsheet management.

Assets

- Chartered Professional in Human Resources (CPhR) designation or progress toward the designation.
- Supervisory experience.
- Experience in compensation and benefits.
- Ability to communicate in both official languages (English and French).

An equivalent combination of education, training and experience may be considered.

How to apply

Submit your application no later than October 30, 2026, addressed to Kurt Brown, Director, Human Resources.

Apply online: [Supervisor, Human Resources](#)

All applicants are thanked for their interest; however, only applicants selected for an interview will be contacted. Employment is contingent upon the provision of clear Criminal Record and Child Abuse Registry checks.

The St. James-Assiniboia School Division is proud to employ staff who represent the diverse community it serves and is committed to providing an inclusive and barrier free work environment. We value diversity in our workplace; hence, we invite and encourage applications from people that self-identify as members of designated groups (Indigenous peoples, persons with disabilities, members of a visible minority, and women).

If you need to be accommodated during any phase of the hiring process, please contact Human Resources to request special accommodation. All information received relating to accommodation will be kept confidential.