



SCHOOL DISTRICT NO. 22 (VERNON)

Dream. Believe. Achieve.

Assistant Director of Human Resources (Exempt – Full-time)

Located on the ancestral, unceded territory of the syilx nation, in the heart of the beautiful North Okanagan, School District No. 22 (Vernon) provides quality educational programs and a safe learning environment for the over 9,200 diverse students within its 19 schools. 600 teachers, 420 support staff and 60 management staff work together towards the success of our students. SD22 currently operates 195 school aged child care spaces and 96 preschool spaces and are continuing to build and grow in response to the needs of the communities we serve.

We have an opening for the full-time – exempt position of Assistant Director of Human Resources. The successful candidate will have a bachelor's degree in Human Resources, Education or another related field, a minimum 5 years' management experience, including Labour Relations and experience in a K-12 setting. A Certification in Human Resources would be considered an asset.

You have demonstrated ability to provide clear, fair, and objective guidance and decisions in all HR matters, and demonstrated ability to build positive working relationships with all education partners including unions, Rightsholders, associations, administrators and external agencies. As well, you have demonstrated superior organizational, leadership, and communication skills and strong organizational and time management skills, with attention to detail and the ability to balance multiple priorities.

Reporting to the Director of Human Resources, the Assistant Director of Human Resources is responsible for supporting all aspects of the district's human resources functions relating to teaching and support staff that include talent acquisition, employee relations and performance management.

Compensation and Benefits:

The successful candidate will receive:

- An annual salary of \$147,748 - \$163,864
- A phenomenal health and dental benefits package
- A generous pension plan
- The opportunity to help shape the education, wellbeing, and future success of the children in our region

For the current job description and to learn more about other SD No.22 job opportunities, please visit the [SD22 Website](#)

To apply, visit the [Make a Future](#) website and submit your app resume, cover letter and any corresponding information electronically to **Job Code 3979725 – Assistant Director of Human Resources**.

Applications will be accepted until Monday, September 22, 2025, at 12:00 p.m. PST.

Although we will consider all applicants, preference will be given to qualified applicants who self-declare Indigenous ancestry. We thank all applicants for their interest; however, only shortlisted candidates will be contacted.