

District Principal: Human Resources

The Surrey School District respectfully acknowledges that our schools reside on the traditional, unceded, and shared territories of Coast Salish peoples: The *q'ícá'y* - Katzie, the *q'wa:ní'ə́n* - Kwantlen and the SEMYOME - Semiahmoo First Nations, who have been stewards of this land since time immemorial.

Surrey Schools is the largest BC school district and the second-largest employer in Surrey. We're proud recipients of BC Top Employers and Canada's Greenest Employer awards. Surrey Schools provides quality education to over 82,000 students with 124 schools sites and a variety of other learning facilities, offering a broad range of innovative programs and services to support the learning of our students. The Surrey School District team of approximately 13,000 employees works tirelessly every day to ensure that children are getting the best start they can, providing the preparation to be our leaders of tomorrow.

Our Commitment:

Providing quality education extends beyond academic excellence; we are committed to creating and cultivating diverse, inclusive, and barrier-free environments for all applicants, employees, students, and their families.

Diversity, Equity, and Inclusion & Values:

Our identity, as Surrey Schools, is expressed in the shared values of openness, fairness and belonging and recognizes the importance of diversity of identity and thought. We are an equal opportunity employer and welcome applicants from all backgrounds. We are committed to removing barriers and creating a workplace where everyone, regardless of their background, feels empowered to contribute their best.

Join us in our mission to provide the best start for children, preparing them to be the leaders of tomorrow. If you are passionate about education, diversity, and making a positive impact, we invite you to explore opportunities with Surrey Schools.

Job Summary

We are seeking exemplary educators for the position of District Principal - Human Resources. Reporting to the Director, Employee and Labour Relations, the District Principal will work with a team of highly skilled professionals. In your role as a Human Resources team member, you will provide advice and guidance on a wide variety of personnel matters using your existing expertise, as well as acquiring knowledge related to legislation and collective agreements, employment and labour relations.

This HR District Principal position is a key member of the Labour Relations Team and holds the "secondary portfolio".

Responsibilities

- Providing a variety of HR services to an area of schools
- Overseeing school based or district-based staffing or recruiting initiatives
- Conducting investigations regarding conduct and harassment complaints
- Providing advice and support on the evaluation of teachers
- Responding to union grievances
- Providing Collective Agreement advice / interpretation

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QUALIFICATIONS

Education & Experience

- Significant experience in a secondary school setting
- A high degree of professional credibility
- Exceptional formal and informal leadership experience
- Demonstrated skill in building relationships
- Superior interpersonal and communications skills
- Demonstrated ability to collaboratively problem-solve complex matters
- A TQS recognized master's degree

Please visit the [district website](#) for the required forms and for [instructions on how to apply](#). Apply through [Make a Future](#) and upload the following documents to the Additional Documents folder in your Portfolio:

1. [Self-Assessment](#) of Leadership (mandatory)
2. Evaluations (Optional)
3. [Confidential Reference](#) form is also required. Please have your primary referee directly email the completed form to: supr-office@surreyschools.ca. Do not upload to the Portfolio.

The salary range for this position is \$162,260 - \$170,955 per year with comprehensive benefits package and Municipal Pension.

Placement in the salary range is determined by an assessment of qualifications and ability to meet the key requirements of the job, and consideration of internal equity comparisons. The midpoint of the range represents an employee that possesses full job knowledge, qualifications, and experience for the position.

Qualified applicants can apply on Make a Future at <https://buff.ly/245aBRA> by clicking the "apply" button to the right of the posting. The closing date for this position is April 21, 2025 at 4:00pm.

Surrey Schools recognizes the importance of accessibility and supporting the diverse needs of our community. If there is any accommodation you may require for your interview, whether related to accessibility or otherwise, please do not hesitate to advise and we will make every effort to meet your needs.

Note: Successful applicants will be required to consent to a Criminal Records Search prior to employment. Only those applicants selected for interviews will be contacted. To all others, thank you for your interest.

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