



NU-287

Position: **Coordinator, Human Resources (Teaching)**

Location: **Kemptville Board Office**

Hours of work: **35 hours/week**

Salary: **\$78,195 - \$91,994**

Effective: **Immediately**

Note

Please refer to the attached job description for further information.

Qualifications

- College or University degree in Human Resources Management, CHRP designation an asset
- 3-5 years' experience working at a senior level, in a diverse and unionized environment with a large employer
- Demonstrated superior people skills in fostering effective working relationships with unions and all levels of staff
- Familiarity with Teaching Collective Agreements and working knowledge of legislation and statutes
- Ability to exercise considerable independent judgment, tact and sensitivity in dealing with internal and external contacts
- Ability to lead and manage a team effectively; experience in supervisory or leadership roles would be an asset
- Superior time management skills and ability to prioritize and successfully complete critical projects with conflicting and urgent deadlines
- Excellent communication skills, both written and verbal
- Familiarity with computerized HR systems/databases
- Advanced computer skills in MS Office products

Send application and curriculum vitae no later than:

Monday May 12th, 2025, by 4:00pm

e-mail: hr@cdsbeo.on.ca

We thank all applicants in advance for their interest; however, only those candidates selected for an interview will be contacted.

The CDSBEO adheres to equitable hiring, employment and promotion practices and is committed to an inclusive workforce. We encourage applications from Indigenous peoples, racialized people, persons with disabilities, people from gender diverse communities and/or people with intersectional identities, as well as others who may contribute to the further diversification of ideas.

The Catholic District School Board acknowledges that our schools are located on the unceded, traditional Algonquin territory of the Anishinaabe people as well as the land of the Mohawk territory of the Haudenosaunee/Rotinonsho'n:ni people. We respect both the land and the people of this land including all Indigenous people who have walked in this place.

Pursuant to the Accessibility for Ontarians with Disabilities Act, (AODA), if applicants require accommodations at any time throughout the application process, please reach prior to the posting closing date so that appropriate arrangements can be made.

A. Job Identification:

Title: **Coordinator, Human Resources – Teaching**

Immediate Supervisor: **Assistant Manager, Human Resources**

B. Job Summary:

Under the direction of the Assistant Manager, Human Resources, the Coordinator, Human Resources – Teaching is responsible for working collaboratively, as part of a team, to develop, facilitate and lead in a variety of areas, ensuring that strategies, plans and objectives are met effectively. This Coordinator will oversee the recruitment and staffing processes for teaching positions, manage employee relations, and ensure compliance with relevant policies, regulations and the collective. The Coordinator will also play a key role in supporting the implementation of HR initiatives.

C. Duties and Responsibilities:

- Supervision of staff while providing direction, and monitoring workflow
- Performance evaluation
- Benefits, salary and leave administration
- Provide advice and assistance to School Administration on school staffing process and coordinate teacher placement
- Provide collective bargaining support and participate where necessary on the Board negotiation committee
- Ensure compliance with Collective Agreement and regulations
- Organize and participate in interviews; prepare and distribute documentation and process new hires
- Assist with developing and implementing recruitment plans
- Co-ordinate both short term and long-term replacement teachers as required
- Assist in the facilitation and coordination of Arbitration/Labour Board proceedings
- Assist in the coordination and implementation of settlements and resolutions of grievances
- Co-ordinate teacher candidate placements in conjunction with various Universities and school administration
- NTIP tracking, reporting, as well as assisting and supporting school administration with evaluation process
- Ensure that staffing priorities and processes meet the requirements as outlined in the Education Act and various Ministry PPMs

D. Qualifications:

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