



Human Resources

September 2024



We have the job for you!

In School District No. 5 (Southeast Kootenay), we set high expectations for our students. Our students thrive in an innovative and academically enriched educational environment. Our caring and supportive school communities value family involvement and foster clear values that build confidence, character, and good citizenship every day. We encourage our students to participate in a wide array of co-curricular activities, and motivate each child to reach their individual potential.

Scan with your
smart phone's
camera
feature

View current
postings



How to apply for
positions



The opportunities are endless

- Teachers
- Education Assistants
- French Immersion Teaching and EA positions
- Youth Care Workers
- Indigenous Education Workers
- Bus Drivers
- Building Service Worker
- Secretaries
- Mechanics
- Trades
- Grounds
- Couriers
- Speech Language Assistants
- School Psychologists
- Gang Violence
- Payroll/Finance
- IT
- Cooks/Chefs
- On-call work roles









Human Resources

The Human Resources Department supports the Strategic Plan in the following ways:

Priority One: Equity and Inclusion













Strategy 1:	District Workforce will become more representative of student diversity across the district.
Action:	Complete the process of becoming an equal opportunity employer through the Human Rights Tribunal.
Outcome:	An increase in the diversity of staff members in schools. We will continue to work with outside agencies that assist marginalized workers in getting jobs. We will continue to recruit from all over western Canada as well as locally to increase the diversity of our workforce.
Measure:	We have started to measure gender equity and wage disparity through self-disclosure.


Strategy 2:	The Human Resources team will engage with outside agencies to employ people from diverse backgrounds.
Action:	<p> We will work with the following agencies to recruit workers for the school district:</p> <p> Columbia Basin Alliance for Literacy (CBAL) - CBAL settlement services help newcomers to learn about the community and make lasting connections!</p> <ul style="list-style-type: none"> - Permanent residents - Refugees and refugee claimants - Temporary foreign workers - Provincial nominees - Naturalized Canadian citizens - International students <p> AXIS Family Resources – AXIS employment services help people with barriers to employment build skills and find jobs.</p> <ul style="list-style-type: none"> - People with developmental disabilities - People with Autism Spectrum Disorder - Peoples with Fetal Alcohol Spectrum Disorder <p> WorkBC – The Accessibility portion of WorkBC provides a broad spectrum of resources for people with disabilities. We partner with</p>

	<p>WorkBC and people with disabilities to get education/training for roles within the organization. We also will be developing a program for Grade 12 students with disabilities to partner with WorkBC when in school to find gainful employment.</p> <ul style="list-style-type: none">  French Language Assistant Program through the French embassy in Canada to hire French speaking language assistants on a temporary basis to help promote French language and culture in the French Immersion program. This was done through the temporary foreign worker program.  Working with post-secondary institutions to host practicums for any students wanting experience in the school district. The Human Resources team will be helping students in their last year of studies with resume building, interview skills, etc. Target audiences are new and young workers. <ul style="list-style-type: none"> - College of the Rockies - University of Victoria (EKTEP) - University of BC (WEKTEP, University of BC Okanagan) - University of Calgary - University of Alberta
Outcome:	An increase in the diversity of staff members in schools. We will continue to work with outside agencies that assist marginalized workers in getting jobs. We will continue to recruit from all over western Canada as well as locally to increase the diversity of our workforce.
Measure:	Measure gender equity and wage disparity.

Strategy 3:	Diversity, Equity and Inclusion (DEI) training for all hiring managers.
Action:	Have BCPSEA train all hiring managers in the best practices of hiring and interviewing and leading a diverse workforce.
Outcome:	To foster a more inclusive and equitable workplace. It helps employees see the importance of embracing diversity in all its forms, promoting fairness, and creating an environment where everyone feels valued and respected.
Measure:	No human rights violation complaints from workers.

Priority Two: Success for Each Learner

Strategy 1:	Employ candidates with the highest credentials and qualifications for each position
Action:	<p>Create postings searching for applicants with required degrees/formal training and or experience for all available vacancies. We will also work with current unqualified staff members to upskill their credentials to become qualified for roles that are hard to fill.</p> <p>Have mentorship programs to facilitate knowledge sharing, expand participants' networks, and help create a strong culture where everyone feels they have a support network for growth and connection.</p>
Outcome:	Providing teachers/support staff to support student learning with qualified staff in the areas they support.
Measure:	Feedback from principals on teaching staff and yearly evaluations of support staff to ensure satisfactory performance is achieved. We will see a reduction in the number of unqualified workers in roles.
Strategy 2:	<p>Employ teachers in District roles to support student learning in all communities:</p> <ul style="list-style-type: none">  1.0 FTE District Numeracy Teacher to support student learning K-12  1.0 FTE District Literacy Teacher to support student learning K-12  1.0 FTE District Social Emotional Learning Teacher to support student learning K-12  1.0 FTE District Hearing Resource Teacher to support students that are hearing impaired.  1.0 FTE District Vision Resource Teacher to support students that are visually impaired.  2.0 FTE District English Language Learner teachers to support students whose first language is not English.  1.0 FTE District Teacher of French Curriculum  7.0 FTE Speech Language Pathologists (Speech Language Assistants)  2.0 FTE District School Psychologists  2.0 FTE Student Services Coordinators to support student learning K-12  1.0 FTE District Vice Principal of Human Resources and Health and Safety  1.0 FTE District Principal of Early Learning and Child Care

	 1.0 FTE District Principal of Learning Services to support the learning needs of students K-12
Action:	Create appropriate postings searching for qualified applicants for all available vacancies. Providing upskilling opportunities when positions are hard to fill.
Outcome:	Provide classroom teachers with qualified support staff in the areas they require assistance. Retaining IEPs because of adequate support provided. Ability to fill positions with qualified candidates.
Measure:	Satisfaction survey from principals/teachers on district teaching staff support

Strategy 3:	Staff to appropriate levels to meet identified learning needs.
Action:	As part of the spring staffing process the HR department will meet with all schools to ensure non-enrolling staffing allocations are adequate to meet the learning needs of students.
Outcome:	All learning needs, above and beyond the required level, are addressed through the staffing process.
Measure:	On-going feedback from principals to the District Principal of Student Services/Directors of Learning/Superintendent.