



Saskatoon Public Schools
Inspiring Learning

saskatoonpublicschools.ca

Saskatoon Public Schools is the largest school division in Saskatchewan. We have more than 28,000 students in 47 elementary schools, 10 collegiates and one alliance school (Charles Red Hawk Elementary School on the Whitecap Dakota Nation). We are proud to employ more than 3,300 people as educators, educational assistants, administrators, library technicians, caretakers and more.

SASKATOON PUBLIC SCHOOLS

REQUIRES A:

SUPERVISOR OF HUMAN RESOURCES

Applications are invited for the position of Supervisor of Human Resources with duties to commence in August 2025. This is an out-of-scope position reporting to the Superintendent of Human Resources and working closely with division staffing superintendents and other departments and personnel as required.

The successful candidate will be responsible for:

- Collaborating with school-based administrators to understand student needs and support with educational assistant staffing
- Recruitment and deployment of educational assistants
- Coordination of training and orientation for educational assistants
- Providing leadership in best practice models for educational assistants
- Supporting educational assistant performance management
- Providing data and reports to senior administration
- Managing a significant budget, ensuring accountability and fiscal responsibility
- Supporting the division Representative Workforce Strategy

The successful candidate will have:

- A graduate degree in Education and extensive experience in administrative leadership
- Previous school-based administrative experience and potential for eligibility in LEADS
- Experience in special education will be considered an asset
- Excellent interpersonal, communication and decision-making skills
- Proficient technology skills

Salary and benefits will be commensurate with education and experience. Candidates with questions about the position should contact Michelle Leith at LeithM@spsd.sk.ca or 306-683-8315.

How to Apply:

Please include a cover letter, resume and a list of 3 professional references with your application. Applications should be submitted electronically in confidence to:

**Executive assistant to the superintendent of human resources and chief financial officer
Saskatoon Public Schools.**



Email: Shockeym@spsd.sk.ca
Website: www.saskatoonpublicschools.ca

Application Deadline: Friday, May 16, 2025, at noon

*Applications are encouraged from persons of Indigenous ancestry as we strive to develop a representative workforce.
While we sincerely appreciate the interest of all applicants, only those candidates selected for an interview will be
contacted.*