



SCHOOL DISTRICT NO. 73
(Kamloops-Thompson)

Employment Opportunity

Manager of Attendance and Disability

Secwepemcúl'ecw yí7élye ell

*We respectfully honour and acknowledge that we are living and working
in the territory and lands of the Secwépemc People.*

The Opportunity

SD73 is seeking applications from innovative and visionary leaders who have a passion for building partnerships, fostering equity, engaging with employees and driving large organizations toward their goals.

Guided by the District's vision, and mission, the Manager of Attendance and Disability will assist the Associate Superintendent – Human Resources in fulfilling the general and specific aspects of the role description for the Associate Superintendent as defined by [Administrative Procedure 415.4](#) who in turn supports the Superintendent as described in the *School Act* and Board policy. The Manager of Attendance and Disability is directly responsible and accountable to the District Principal of Human Resources

The Manager of Attendance and Disability will have specific responsibilities in the areas of attendance and disability management, fiscal responsibility, policy/administrative procedures, organizational management, communications and community relations, Superintendent relations, and leadership practices.

As a member of the District's leadership team, you are a visionary leader that values equity, collaboration and professionalism. You rely upon your extensive knowledge of human resources to achieve positive outcomes for an organization you are passionate about. As a dynamic, high-energy leader, you offer excellent interpersonal and problem-solving skills.

The Board of Education

The key focus for the Kamloops-Thompson Board of Education is improving student achievement. The Board plays an essential role in the public education system by addressing the interests of students through local decision-making with an engaged community.

As locally elected representatives, the nine Board of Education trustees represent the Kamloops-Thompson communities' particular strengths, challenges and demands. They engage with communities in building and maintaining their local school system to reflect local priorities, values and expectations.

The Board shares a co-governance relationship with the provincial government through the Ministry of Education and Child Care. The BC School Trustees Association supports the board in this relationship.

School District No. 73 (Kamloops-Thompson)

Located in the stunning surroundings of BC's interior, the Kamloops-Thompson School District is a diverse and growing environment committed to great local education through our [5-Year Strategic Plan](#), [Aboriginal Enhancement Agreement](#), [Capital Plan](#), and [Long-Range Facilities Report](#). The District has a Local Education Agreement with each of the local First Nations.

SD73 is dedicated to creating a safe, caring, and healthy learning and working environment that is inclusive of the diversity of their entire learning community. Embedded in SD73's framework is the directive to provide ongoing and meaningful learning opportunities for all students, staff and community groups, with continuous improvement of instruction and assessment to reflect traditional learning practices and provide an opportunity for strong revitalization of language and culture for students from all backgrounds. With a strong commitment to its Indigenous learners, SD73 sees decolonization and the Truth and Reconciliation Commission's Calls to Action as parts of its core mission.

Serving approximately 16,000 students, 2,700 students of Aboriginal ancestry, in 48 schools, our District offers a variety of enhancement programs, including: French immersion, International Baccalaureate, sports academies, trades programs, a K-12 fine arts school, Montessori, and an elementary science and technology school. School District No. 73 is located on the territory of the Secwépemc Nation and serves 7 local bands and the Métis Nation in a large geographical area.

Our District covers more than 27,000 kilometres and busses about 4,000 students more than 9,000 kilometres every day. We have 34 elementary schools, one middle school, 10 secondary schools, one Kindergarten-to-Grade 12 school, one alternate education program and one distance education school. We employ nearly 3,000 people and have an annual budget of approximately \$200 million.

The Region

Situated on the traditional, unceded territory of the Secwépemc people, the centre of our District is the city of Kamloops, which has a population of more than 97,000 people. The District extends to Pinantan Lake, Heffley Creek, Sun Peaks, Barriere, Clearwater, Vavenby and Blue River to the north, Logan Lake to the south, Savona to the west and Chase and Westwold to the east.



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Position Responsibilities

Attendance and Disability Management

- Demonstrate care and compassion while building successful relationships and developing effective recovery, return to work, accommodation programs, and attendance management programs;
- Make timely, independent decisions by applying reasoning of medical principles, law and policy to a set of complicated and challenging facts that address medical management, and disability issues;
- Discuss and provide suitable and sustainable plans to the worksite supervisor for implementation for their employee.

Organizational Management

- Demonstrates effective organizational skills, resulting in compliance with all legal and Board mandates and timelines and in adherence to the Associate Superintendent directives; and,
- Contributes in a team-oriented, collaborative and cohesive manner to a District culture that facilitates positive results, effectively handles emergencies and deals with crisis situations.

Policy & Administrative Procedures

- Provides strategic direction and leadership to the organization on disability matters, claims management processes and legislated requirements pertaining to disability management;
- Assists the Superintendent in the planning, development, implementation and evaluation of Board policies and District administrative procedures; and,
- Ensures the application of Board policies and administrative procedures as required in the performance of duties.

Superintendent and Board Relations

- Establishes and maintains positive, professional working relations with the Superintendent, honouring and facilitating the implementation of the Board's roles and responsibilities as defined in Board policy and encourages staff members to do the same;
- Provides information that the Superintendent requires to perform, in an exemplary manner, the Superintendent's role; and provides support to the Board of Education and Secretary Treasurer to carry out legislative and governance roles and responsibilities of the Board.

Professional Practices

- Models excellent time-management skills and an ability to work independently with minimal supervision;
- Demonstrates an ability to work in a team-oriented, fast paced, collaborative environment, dealing effectively with a broad range of stakeholders;
- Maintains a professional attitude and appearance, exhibiting a high level of personal, professional and organizational integrity;
- Commits to lifelong learning, participating in meaningful professional development and maintaining membership in appropriate professional associations for the benefit of the District's human resources needs.



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The Right Candidate

You are an experienced Human Resources leader with a degree in medical or health sciences or equivalent certified human resources professional certification. You are passionate about interpreting the meaning of information for others and collaboratively developing objectives and strategies for case files and disability programs. Along with your proven expertise in disability management, you have skills in building positive, collaborative professional relationships. You offer excellent communication, interpersonal and problem-solving skills when working with internal and external stakeholders.

You demonstrate:

- High level of integrity and ability to maintain confidentiality;
- The ability to effectively lead in a professional manner, exemplifying the values of the District;
- A strong commitment to equity, diversity, and inclusivity;
- Exceptional organization skills and the ability to manage multiple projects with competing deadlines;
- The ability to interact and communicate effectively with internal and external stakeholders
- Excellent interpersonal, communication, organizational and team-building skills;
- Ability to solve problems and make sound, informed decisions based on best practice and legislative requirements.

Qualifications

- Education including certification in disability management, or similar qualifications in Human Resources.
- Minimum of 5 years' experience in disability management.

Salary Range: \$94,678-\$118,347

To Apply:

Apply by 12:00 noon on August 2, 2024 with a cover letter, resume, and contact information for three professional references in a single PDF file. By submitting your three professional references you agree that all references will be received in confidence and therefore, will not be shared with you except in summary form with no reference to the party supplying the information. Applications can be submitted by email to cmacleod@exc.sd73.bc.ca

School District No. 73 is an equal opportunity employer. All applications are considered on the basis of their suitability for the position(s), regardless of the gender, age, sexual orientation, religion, racial origin, marital status and/or disabilities of the prospective candidate.

If reasonable accommodation is required to fully participate in the job application or interview process, to perform the essential functions of the position, and/or to receive all other benefits and privileges of employment, please contact Associate Superintendent John Wiedrick, jwiedrick@sd73.bc.ca.

To learn more about the District and our region:

[School District No. 73 \(Kamloops-Thompson\)](#)
[City of Kamloops](#)
[Blue River](#)
[District of Barriere](#)
[Village of Chase](#)
[District of Clearwater](#)
[District of Logan Lake](#)
[Sun Peaks Municipality](#)