



Human Resources Officer – Temporary Contract – 14 Months

The Algoma District School Board invites qualified applicants to apply for the position of Human Resources Officer. This is a temporary contract position with a start date in May 2026. The temporary contract is expected to end in July 2027.

Reporting to the Manager of Human Resources, the Human Resources Officer administers and interprets collective agreements and implements Board Policies and Procedures. The Human Resources Officer provides advice and guidance to supervisors, principals, and senior management on a wide range of labour and employee relations matters, ensuring consistency in application across the Board.”

Summary

- Administer, interpret and implement collective agreements
- Administer grievances in accordance with terms and conditions of collective agreements and in conjunction with the Manager of Human Resources and Senior Administration
- Investigate concerns to minimize grievances from bargaining units, and resolve concerns in accordance with relevant collective agreements and Board policies and procedures
- Prepare and co-ordinate briefs for collective bargaining, arbitration hearings, and any other employee relations hearings
- Administer employee recruitment, resignations, and retirements
- Administer layoffs, recalls, postings, and staffing of employees in compliance with the provisions of collective agreements
- Support the administration of employee benefit programs and pension plans
- Ensure the integrity of Human Resources Information Systems and lead new HRIS projects
- Support the administration of the Teacher Performance Appraisal process
- Administer processes related to the Attendance Support Program
- Support Managers and Principals in the resolution of employee relations matters
- Lead workplace investigations, with the support of the Manager of Human Resources

Qualifications

- University Degree in business administration or a related field
- Human Resources certificate, or specialization at the post-secondary level
- Certified Human Resources Professional (CHRP), or working toward the designation
- Minimum of two (2) years’ experience in a Human Resources function, preferably in a unionized environment
- Thorough knowledge of legislation related to Labour Relations
- Strong written and verbal communication skills
- Interpersonal skills to effectively function in a team based environment

- Proficient computer skills – Microsoft Office Applications
- Expertise with HRIS software

Salary Range

\$79,852 to \$99,786

Location and Hours of Work

Algoma District School Board, Education Centre – Sault Ste. Marie. Remote work is not available.
Monday to Friday – 35 hours per week

Please forward an electronic resume and three (3) work-related references by 4:00PM, **March 29, 2026**, to:

Nic Turco,
Acting Assistant Superintendent of Human Resources
turcon@adsb.on.ca

and cc:

Dan Swystun
Acting Manager of Human Resources
swystud2@adsb.on.ca

Algoma District School Board
644 Albert Street East
Sault Ste. Marie, ON P6A 2K7

Only those applicants short-listed will be contacted.

A shortlisting of applicants for consideration will be completed employing the Algoma District School Board [Hiring Policy](#). Should there be a need for interviews, only shortlisted candidates will be contacted. Accommodations through the recruitment and selection process are available upon request. The successful candidate, as a condition of employment, will be required to provide a current vulnerable sector check, which is acceptable to the Board.

The Algoma District School Board is committed to an equitable education system that upholds and reflects the principles of fair and inclusive education. Additional information about specific programs, and the Vision, Mission, Values and Priorities of the Algoma District School Board can be found at www.adsb.on.ca.

Lucia Reece
Director of Education

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Elaine Johnston
Chair