



LAKESHORE  
SCHOOL DIVISION

## Director of Human Resources

Lakeshore School Division is accepting applications for a full-time **Director of Human Resources** to join our team, commencing as soon as possible.

Lakeshore School Division is a small school division with big ideas. We believe that we can create thriving communities and individuals through education. We believe that the world is changing and how we do education needs to change too.

The Director of Human Resources will work under the direction and supervision of the Superintendent and will be responsible for managing and overseeing all tasks related to Human Resources within the division. Under the supervision of the Superintendent, you will have authority and be responsible for all personnel-related issues.

The Director of Human Resources of Lakeshore School Division is responsible for but not limited to:

- Staff Retention and Recruitment
- Investigations
- Union Relations
- Record Keeping
- Leaves
- Evaluations
- Providing support to various departments in the division and managing HR related issues

Training in relevant areas or experience in Human Resources is required.

Interested applicants may forward their letter of application, resume, and three references to:

**Darlene Willetts**

Superintendent/CEO

P.O. Box 100

Eriksdale, MB R0C 0W0

Phone: (204) 739-2101 Fax: (204) 739-2145

Email: [willetd@lakeshoresd.mb.ca](mailto:willetd@lakeshoresd.mb.ca)

**Application Deadline: Open Until Filled** – Application Reviewal Date Begins April 29, 2025

Lakeshore welcomes applications from people with disabilities and accommodations for them may be available upon request. We thank all who apply for their interest, but only those selected for an interview will be contacted. Lakeshore School Division may contact former employers. For more details, please refer to the division's job description. *Successful candidates must complete a Criminal Record/Vulnerable Sector and Child Abuse Registry check prior to commencing employment.*