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Job Opportunity: Director of Human Resources

Aspen View Public Schools

Aspen View Public Schools is a rural Alberta school division with a mission to engage learning, ignite potential, and inspire success. The Division serves approximately 2,473 Kindergarten to Grade 12 students across nine schools, four Hutterite Brethren schools, and two Outreach/Off-Campus/Virtual schools, supported by approximately 330 staff.

This position is based at the Division Office and reports directly to the Superintendent of Schools (Chief Superintendent & CEO).

Position Summary

Aspen View Public Schools is seeking a **Director of Human Resources** to provide system leadership and operational oversight for all core HR services. The Director supports positive employer–employee relationships, sound staffing practices, and consistent, fair, and legally defensible processes across the Division. The successful candidate will lead recruitment and onboarding, guide employee relations, support leadership teams with consistent HR advice, and contribute to the development and implementation of HR-related policy, administrative procedures, and internal systems.

In addition, the Director of Human Resources will serve as the Division lead for complaint and dispute resolution processes that require coordinated triage, documentation, communication, and resolution — particularly in areas where service concerns intersect with people, conduct, and workplace/school climate.

Detailed responsibilities and qualifications can be found at the following link: [Director of Human Resources: Key Responsibilities and Qualifications](#)

Application Process

Submit a resume in Microsoft Word or PDF format including three professional references. This position will remain open until a suitable candidate is found; however, review of resumes will commence on **February 19, 2026**. A current Criminal Record Check will be required prior to commencement of employment.

Competition Number: DO202601

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Please send all application packages and inquiries to Tammy Ledieu, Executive Assistant at
tammy.ledieu@aspenview.org