



Coast Mountains Board of Education School District 82

3211 Kenney Street, Terrace, BC V8G 3E9

Tel. (250) 635-4931 or 1-855-635-4931 • www.cmsd.bc.ca

Posting No: SS2627 – 205

October 5, 2026

Human Resources Dispatch Coordinator School Board Office

Coast Mountains School District 82 gives thanks, and acknowledges with respect, that the lands on which we live, work, learn and play are the traditional territories of the Gitksan, Haisla, Nisga'a and Tsimshian Peoples.

Closing Date:	October 16, 2026 at 4:00 p.m.	Hours:	35 hours per week
Wage:	\$31.46 per hour	Term:	Continuing (as per school calendar)
Allowances:	Shift Differential	Start Date:	To be determined

Summary:

Reporting to the Director of Human Resources, the Human Resources Dispatch Coordinator monitors teacher and support staff absences. Ensures replacement staff are assigned and called out. Maintains automated call-out system. Reports replacement staff information to payroll. Reports replacement assignment information to payroll, performs payroll reconciliations and verifies account coding.

Typical Qualifications and Skills:

- Grade 12
- Office administration certificate (equivalent to one year of post-secondary education)
- Additional courses in human resource management. (equivalent to an additional 3 months of post secondary education).
- One year human resource administration or dispatch experience.
- *Other applicants with strong clerical skills and administrative skills may be considered.*

Job Descriptions may be viewed on our website at: cmsd.bc.ca/support-staff-postings/support-staff-job-descriptions

THE BOARD SHALL CONSIDER APPLICANTS IN THE FOLLOWING ORDER:

1. Internal applicants with CUPE Local 2052 regular seniority
2. Casual and Temporary Internal applicants with CUPE Local 2052 secondary seniority
3. Casual Employees without seniority and outside applicants
4. Applicants with relevant training/experience who do not meet the qualifications listed above may be considered

Applications must be made in writing to:

Human Resources

Email: hr@cmsd.bc.ca

All applicants must comply with the Criminal Records Review Act

This position is employed on dates that students attend regular classes. Employees who do not meet the required qualifications may only hold the position on a temporary basis in accordance with Article 10.03