

Career Opportunity

September 23, 2026

Director, Member Support Services (MSS)

The BC Principals' & Vice-Principals' Association (BCPVPA) is seeking a Director, Member Support Services to join our organization at an important time in the Association's continued growth and evolution.

Application deadline: October 10, 2026 (11:59 p.m.)
Projected start date: January 1, 2027, or by negotiation
Position: Full-time, Continuing
Salary range: \$170,000 - \$182,333

The BCPVPA is a not-for-profit organization that promotes excellence in leadership for 2,700 school-based and district Principals and Vice-Principals in British Columbia's K-12 public school system. The BCPVPA advocates on behalf of its members, and on issues of importance to public education; designs and delivers professional learning and leadership development programs; and represents and supports the employment relationship interests and welfare of its members.

Reporting to the Executive Director and working closely with staff, the Director of Member Support Services will build on the BCPVPA's reputation for excellent employment relationship support and contribute to its role as a respected voice within BC public education.

As a valued member of the BCPVPA team, you will thrive in a collaborative, high-performing environment that values initiative, leadership, and accountability. The position offers a competitive salary, comprehensive benefits, challenging and meaningful work, and a supportive team environment.

Qualifications and Experience:

The BCPVPA's next Director, Member Support Services (MSS)

- has demonstrated success as a district and/or school leader in the BC public school system or equivalent, with meaningful and relevant district-level leadership experience gained through a formal role, committee work, system-wide initiatives, or other district responsibilities.
- has extensive and demonstrated knowledge of the BC School Act and School Law, the roles and responsibilities of Principals and Vice-Principals, and the governance model of the BC public education system.
- has extensive and demonstrated knowledge and experience in human resources, labour relations, and employment law and processes, including the *Employment Standards Act*,

WorkSafeBC requirements and processes, personal services contract development and administration, negotiation, representation of members undergoing investigations, dispute resolution, and sick-leave and disability-management processes, including short- and long-term disability.

- has completed relevant labour relations, contract administration, and negotiation training, including courses offered by BCPSEA or equivalent.
- has demonstrated success supporting Principals and Vice-Principals and brings a relational and collaborative approach to building trust and working effectively with colleagues, senior leaders, and education sector partners.
- has excellent written, oral, presentation, and interpersonal communication skills. In addition to the ability to speak and write effectively in English, proficiency in other languages, particularly French, is an asset.
- demonstrates strong political acumen, sound judgment, and discretion in navigating complex and sensitive issues and relationships within BC's public education system.
- thrives in a fast-paced environment while managing multiple complex projects, competing priorities, and time-sensitive matters simultaneously.
- has demonstrated experience in systems leadership and change management, including leading complex initiatives across teams or organizations.
- has demonstrated skill in coaching, mediation, and complex conflict resolution, using culturally responsive and trauma-informed approaches to support individuals through sensitive workplace matters.

Requirements of the Role:

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- is a key member of the BCPVPA's senior staff and contributes to the Association's broader goals and priorities.
- provides support and guidance to members, both individually and collectively, regarding employment relationship issues and the negotiation of personal services contracts.
- provides one-to-one support and representation for members undergoing workplace or Teachers Regulation Branch (TRB) investigations, termination processes, and other employment-related matters.
- liaises with school districts to support members and facilitate the resolution of employment-related matters.
- develops and delivers in-person and virtual workshops on MSS-related topics, including pensions, personal services contracts, fiduciary responsibility, employment relationships, and other relevant topics, working collaboratively with the Professional Learning and Development department as appropriate.
- provides information and reports to the BCPVPA's Board of Directors as requested by the Executive Director, and attends all Board and Chapter Council meetings.

- collaborates in the development of print and online content and communications to promote knowledge of personal contracts, pensions, the fiduciary responsibilities of school leaders, and other related topics.
- supports and builds the capacity of Chapter Contract Representatives by delivering two virtual workshops and one in-person workshop annually and by providing tailored guidance to individual Contract Representatives and Chapters.
- is willing and able to travel within the province as required and to work extended hours, including occasional evenings and weekends, with time in lieu provided in accordance with Association practices.
- works independently and collaboratively as part of the BCPVPA leadership team and with education sector partners.
- assists in the development of the BCPVPA's annual budget.
- supports and advances the objectives of the BCPVPA Strategic Plan, including its commitments to REDI, Truth and Reconciliation, and culturally responsive leadership; contributes to the development and implementation of the associated operational plan; and aligns their work and priorities with that plan.
- provides guidance and support for members related to the BC Teachers' Pension Plan, short-term disability leaves, the BCPVPA Long-Term Disability Plan, Occupational Health and Safety, and Workers' Compensation.
- consults as required with the BCPVPA's external legal counsel.

This position is based at the BCPVPA office in Vancouver. A hybrid work arrangement may be available following a successful onboarding period, based on operational requirements and in accordance with BCPVPA practices. The successful applicant may be required to complete a criminal record check. All applications must be received by October 10, 2026 (11:59 p.m.). While we appreciate the interest of every applicant, only applicants selected for an interview will be contacted.

Please submit the following electronically to careers@bcpvpa.bc.ca with the subject line of "BCPVPA MSS Director":

- a current resume; and
- a cover letter outlining how your experience, knowledge, and leadership approach align with the requirements of the position.

Candidates invited to advance in the selection process may be asked to complete a brief, job-related written exercise.

Three professional references will be requested from candidates selected for final consideration and will be contacted only with the candidate's permission.

Confidential inquiries regarding the position may be directed to Magdalena Kassis, Executive Director, at magdalena@bcpvpa.bc.ca