



Gitksen West Secondary School Staff Recruitment Strategy January 10, 2026

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PURPOSE

To recruit and retain highly qualified, culturally grounded, and community-connected staff who support the vision, mission and philosophy of the Gitksen West Secondary School and ensure a strong, successful school opening.

GUIDING PRINCIPLES

Recruitment at GWSS will:

- Attract educators committed to innovation, land-based, and student-centered learning
- Ensure compliance with BC Ministry of Education, ISC, and FNEC requirements
- Prioritize Gitksen values, language, and culture
- Build local capacity wherever possible
- Support equity, inclusion, and reconciliation.

PHASE 1: WORKFORCE PLANNING & READINESS (January–February 2026)

1. Confirm Staffing Needs

A. Finalize staffing requirements based on:

- Enrolment projections
- Ministry of Education ratios
- Program offerings (academics, arts, PHE, trades, land-based learning, learning supports)

B. Positions to be filled include:

- 1.0 Principal
- 7.0 Teachers (Humanities, Science/Math, PHE, IA, Sim'algayax & Culture, Resource Teacher, Teacher/Librarian)
- 1.0 Administrative Assistant
- 1.0 Secretary/Receptionist
- 1.0 Bookkeeper
- 3 part-time School Bus Drivers
- 1.0 Student/Family Advocate (Counsellor)
- 1.5 Custodian
- 1.0 Maintenance
- 1.0 Cook

2. Finalize HR Foundations

Ensure the following are approved:

- Personnel Policies & Procedures
- Job descriptions and postings
- Wage grid and benefits
- Personnel Committee and decision-making authority

Action: Personnel Committee to recommend final documents to the Steering Committee and Board.

Phase 2: Recruitment & Outreach (February- June 2026)

3. Targeted Recruitment Strategy

A. Recruitment Locations:

i). Community-Based Recruitment (Priority)

- Distribute job postings within Gitwangak, Gitanyow, and Gitsegukla
- Post in Band offices, community centres, social media, newsletters
- Host community information sessions (virtual or in-person)
- Promote training pathways (e.g., Class 2 Driver training, Education Assistant pathways)

ii). Indigenous & Northern Education Networks

- FNEESC, FNSEA, First Nations schools networks
- Indigenous teacher networks and listservs
- University Indigenous education programs
- Education Canada and Make a Future BC

iii). Provincial Recruitment

- Make a Future BC
- Education Canada
- Post-secondary institutions (UBC, UNBC, TRU, UVic, VIU, Coast Mountain College)
- Career Fairs

B. Recruitment Timelines:

- i). Principal, Administrative Assistant & Bookkeeper: February 2026-To begin on May 4, 2026
- ii). Maintenance & Custodian: May 2026 – To begin in June 2026
- iii). Teachers, Student/Family Advocate, Bus Drivers, Secretary/Receptionist, Cook: May 2026 – To begin on August 24, 2026.

4. Employer Branding

Promote GWSS as:

- A new, purpose-built regional high school
- Deeply rooted in Sim'algayax and Gitksen culture
- Offering innovative, land-based and career-connected programming
- A place to build something meaningful from the ground up

Tools:

- One-page recruitment posters
- Short aspirational messaging for postings
- Community testimonials or leadership quotes (optional)

Phase 3: Selection & Hiring (April - July 2026)

5. Fair & Transparent Hiring Process

A. Hiring Committees

- Principal + Administrative Assistant: School Board + Consultant
- Teachers: Personnel Committee (Board reps + Principal)
- All Support Staff: Personnel Committee (Board reps, Principal + Administrative Assistant)

B. Selection Steps

1. Application screening – School Board & Leadership/Governance Consultant
2. Structured interviews – School Board, Leadership/Governance Consultant & Principal
3. Reference checks – Leadership/Governance Consultant & Principal
4. Credential verification - Leadership/Governance Consultant & Principal
5. Criminal Record Check (Vulnerable Sector) - Leadership/Governance Consultant & Principal
6. Final approval and offer letter - School Board & Leadership/Governance Consultant

6. Prioritization & Capacity Building

Where qualifications are comparable:

- Give priority to Gitksen and other local applicants
- Support candidates willing to complete required certifications
- Use training incentives (e.g., Class 2 Driver training)

Phase 4: Onboarding & Retention (May- August 2026)

7. Strong Onboarding Program

- Staff orientation (5 Year Strategic Plan, GWSS governance structure, Gitksen culture, expectations)
- Gitksen cultural orientation and land-based learning introduction
- Mentorship for new teachers and administrators

- Safety, emergency, and compliance training

8. Retention Strategies

- Competitive compensation and benefits
- Professional development aligned with school vision
- Support for housing and relocation (if applicable)
- Positive, respectful, and culturally grounded workplace
- Opportunities for leadership and growth

Phase 5: Evaluation & Continuous Improvement (Ongoing)

9. Review & Improve

- Track recruitment outcomes and timelines
- Gather feedback from new hires
- Adjust recruitment strategies annually

10. Recruitment Timeline Summary

Position	Date to Post	Deadline	Interviews	References	Start Date
Principal	Jan. 23 rd	Feb. 20 th	March 2 nd	March 9 th	May 4 th
Administrative Assistant	March 9 th	March 27 th	April 6 th	April 13 th	May 4 th
Bookkeeper	March 9 th	March 27 th	April 6 th	April 13 th	May 4 th
Maintenance	June 1 st	June 19 th	June 29 th	July 6 th	July 13 th
Custodian	June 1 st	June 19 th	June 29 th	July 6 th	July 13 th
Teachers	March 2 nd	March 20 th	March 30 th	April 6 th	August 24 th
Student/Family Advocate	March 2 nd	March 20 th	March 30 th	April 6 th	August 24 th
Sim'algayax & Gitksen Teacher	March 2 nd	March 20 th	March 30 th	April 6 th	August 24 th
Sec/Recept	June 29 th	July 17 th	July 27 th	Aug. 3 rd	August 24 th
Cook	June 29 th	July 17 th	July 27 th	Aug. 3 rd	August 24 th
Bus Drivers	June 29 th	July 17 th	July 27 th	Aug. 3 rd	August 24 th