



## Assistant Secretary Treasurer - Operations and Corporate Services

It is acknowledged that Central Okanagan Public Schools operates within the unceded, Traditional Territory of the Okanagan syilx peoples. The School District enrolls over 25,200 students (including approximately 3,100 students who self-identify as having First Nations, Metis, and/or Inuit ancestry from Canada). Central Okanagan Public Schools is located in the Central Okanagan encompassing the communities of Peachland, West Kelowna, Kelowna, and Lake Country. There are 50 school sites with 32 Elementary Schools, 8 Middle schools, 5 Secondary Schools, 3 Learning Centres, an Alternate Education School, and an Online Learning School (6-12). Central Okanagan Public Schools has an excellent reputation for providing outstanding, student-centered programs in a diverse and inclusive environment as well as offering a wide range of educational opportunities for students and staff. We believe equity empowers each learner to thrive, holistically.

### CANDIDATE PROFILE:

The Assistant Secretary-Treasurer (AST), Operations and Corporate Services, is responsible for providing strategic leadership at the system level. This role oversees district operations and corporate services to create safe, healthy, innovative, sustainable, and effective environments for learning and working across all locations.

Reporting to the Secretary Treasurer/CFO, the successful candidate will have an outstanding ability to multi-task, prioritize, and manage workload while developing and implementing creative solutions to a complex operating environment. The Assistant Secretary Treasurer, Operations and Corporate Services will play a key leadership role in a dynamic, flexible, and cohesive senior management team. The role provides direct oversight of the following:

- District Facility Services and Transportation
- Capital Planning, Project Delivery and Asset Management
- Organizational Risk Management and Business Continuity
- Legal Support Coordination and Contract Risk Controls
- Safety, Regulatory, Compliance and Duty of Care
- Financial Stewardship within Operations and Corporate Services

The Assistant Secretary Treasurer, Operations and Corporate Services will demonstrate sound judgement and initiative in managing and leading teams within the District. The ideal candidate will demonstrate leadership in the following areas:

- Implement and oversee best practices for the operation, maintenance, transportation, and capital planning of district facilities, ensuring alignment with organizational sustainability and efficiency goals, while regularly monitoring progress and adjusting strategies as regulations and needs change.
- Effectively advocate for and collaborate with the Ministry of Infrastructure, representing District interests in strategic planning and project delivery.
- Extensive knowledge of the interconnectedness between district operations, schools, and departments, supporting collaborative and effective working relationships.
- Proven ability to assess, prioritize, and manage multiple complex initiatives, consistently meeting deadlines in a dynamic and fast-paced environment.
- Assess and manage operational and labour relation risks proactively and ensure compliance with relevant regulations, policies, and collective agreements.
- Strong interpersonal and communication skills, with the ability to engage effectively with internal teams, ministry officials, municipalities, unions, partner groups and community members to foster a collaborative working environment.
- Demonstrated initiative and leadership in managing projects, introducing new procedures and systems that promote sustainability and operational efficiencies throughout the district.

The annual salary range for this position is \$167,546 to \$186,163.

**The ideal candidate will possess:**

- Completion of a master's degree in a relevant discipline such as Business Administration (MBA), Leadership, Change Management, Accounting, or Finance.
- Significant recent senior-level experience overseeing complex, multi-function operations, including facilities, capital planning, risk management compliance, and strategic leadership within a large organization.
- Possess highly developed knowledge and skills to lead, build and support an innovative and effective management team.

**The following will be considered an asset:**

- Completion of Risk Management, Insurance, or Compliance Certification (CAIB, CRM, or equivalent).
- Recognized professional accounting designation (CPA or equivalent).

Please apply through Make a Future at: <https://buff.ly/U8E7HXn>. Include a letter of application, complete with a comprehensive resume, copies of supporting documentation, and references **no later than 12:00 p.m. (noon), Friday, February 20, 2026.**



**Central Okanagan  
Public Schools**  
Together We Learn

Bob McEwen  
Executive Director of Human Resources  
Central Okanagan Public Schools