



SCHOOL DISTRICT NO. 73  
(Kamloops-Thompson)

## **Employment Opportunity** **Secretary Treasurer**

*Secwepemcúl'ecw yí7élye ell*

*We respectfully honour and acknowledge that we are living and working  
in the territory and lands of the Secwepemc People.*

### **A Growing District**

One of the most rapidly growing districts in BC with multiple schools slated to open in coming years, School District No. 73 (Kamloops-Thompson) is conducting a nation-wide search for our next Secretary Treasurer. A competitive salary and compensation package is provided to the successful applicant.

### **The Region**

Situated on the traditional, unceded territory of the Secwépemc people, the centre of our District is the city of Kamloops, which has a population of more than 97,000 people. The District extends to Pinantan Lake, Heffley Creek, Sun Peaks, Barriere, Clearwater, Vavenby and Blue River to the north, Logan Lake to the south, Savona to the west and Chase and Westwold to the east.

### **The Opportunity**

School District No. 73 is seeking applications from senior and successful financial leaders from the public sector. Our Secretary Treasurer (ST) and Chief Financial Officer (CFO) is responsible for finance and payroll, legal, facilities, capital planning, transportation and business operations for the Kamloops-Thompson School District.

The ST is also the Corporate Officer for the Board of Education and leads the district through sound strategic and financial planning, while ensuring fiscal responsibility and adherence to the BC School Act and corresponding regulations and legislation.

As a member of the District's administrative team, you are a visionary leader who values equity and excellence for all learners. You rely upon your extensive knowledge of the BC education system to plan for and implement student achievement goals through innovative instructional practices in inclusive learning environments that value and celebrate diversity. A dynamic, high-energy leader, you offer excellent interpersonal and problem-solving skills.

### **School District No. 73 (Kamloops-Thompson)**

Located in the stunning surroundings of BC's interior, the Kamloops-Thompson School District is a diverse and growing environment committed to great local education through our [5-Year Strategic Plan](#), [Aboriginal Enhancement Agreement](#), [Capital Plan](#), and [Long-Range Facilities Report](#).

The District has a Local Education Agreement with each of the local First Nations.

Our Board is dedicated to creating safe, caring, and healthy learning and working environments that are inclusive of the diversity of their entire learning community. Embedded in the District's Strategic Plan framework is the directive to provide ongoing and meaningful learning opportunities for all students that are grounded in the four core value commitments of equity, sustainability, wellbeing, and relationships/connections.

Our District is committed to working collaboratively with the Indigenous Education Council, District Parent Advisory Council, unions and exempt staff employee groups, government officials, and partner associations that result in continuous improvement in five priorities: intellectual development, human and social development, cultural development, career development, and systems development. Our Board sees decolonization and the Truth and Reconciliation Commission's Calls to Action as central to its core mission.

Serving approximately 16,000 students, 2,700 students of Aboriginal ancestry, in 49 schools our District offers a variety of enhancement programs, including: French immersion, International Baccalaureate, sports academies, trades programs, a K-12 fine arts school, Montessori, and an elementary science and technology school. School District No. 73 is located on the territory of the Secwepemc Nation and serves 7 local bands and the Métis Nation in a large geographical area.

Our District covers more than 27,000 kilometres and busses about 4,000 students more than 9,000 kilometres every day. We have 34 elementary schools, one middle school, 10 secondary schools, one Kindergarten-to-Grade 12 school, one alternate education program and one distance education school. We employ nearly 3,000 people and have an annual budget of approximately \$200 million.



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### **The Board of Education**

The key focus for the Kamloops-Thompson Board of Education is supporting learning opportunities and environments which inspire students to thrive. The Board plays an essential role in the public education system by addressing the interests of students through local decision-making with an engaged community.

The Board shares a co-governance relationship with the provincial government through the Ministry of Education and Child Care. The BC School Trustees Association supports the board in this relationship. The Board works closely with the Indigenous Education Council to be responsive to Indigenous communities' needs.

As locally elected representatives, the nine Board of Education trustees represent the Kamloops-Thompson communities' particular strengths, challenges and demands. They engage with communities in building and maintaining their local school system to reflect local priorities, values and expectations.

### **POSITION RESPONSIBILITIES**

#### **Corporate Treasurer**

- Ensures that the fiscal management of the District is in accordance with the terms or conditions of any funding received;
- Ensures that the operation of the District is fiscally responsible;
- Designs budget cycles that meet provincial requirements and provide for stakeholder input;
- Prepares the draft budget, aligned with the strategic plan of the District, for the Superintendent's consideration;
- Produces financial accountability and other reports in compliance with the Superintendent's directives and with all legal and ministerial mandates and timelines.

#### **Corporate Secretary**

- Arranges and provides notice for all Board meetings, including committee and public meetings;
- Ensures proper completion of contracts, agreements and partnerships with outside corporations and agencies;
- Ensures that appropriate insurance policies are in place for the District;
- Acts as the District's electoral officer for the election of trustees and acts as the parliamentarian to the Board of Education ensuring proper application of parliamentary rules in meetings in both standard and special circumstances.

### **Facilities Management, Property Management, and Student Transportation**

- Provides leadership in the development of annual updates to the capital plan and of a facilities master plan, including provisions for instructional and support services;
- Ensures that building assets are maintained in an appropriate manner;
- Ensures the safety and welfare of students while they are being transported to and from school programs in transportation provided by the District;
- Leads a team of Directors that include Facilities, Transportation, Finance, and Information Technology.

### **Organizational Management and Leadership Practices:**

- Demonstrates effective organizational skills, resulting in compliance with all legal, ministerial and Board mandates and timelines, and in adherence to the Superintendent's directives;
- Contributes, in a team-oriented, collaborative and cohesive manner, to a District culture that facilitates positive results, effectively handles emergencies and deals with crisis situations;
- Practises leadership in a manner that is viewed positively and has the support of those with whom the Secretary-Treasurer works in fulfilling the Superintendent's expectations;
- Exhibits a high level of personal, professional and organizational integrity.

### **THE RIGHT CANDIDATE**

You possess a significant track record of successful experience in a senior financial role in the public or private sector, with experience in the education sector preferred. You have demonstrated and sustained success in leading and supervising staff in both a unionized and excluded staff environment.

Along with your proven expertise in senior financial and leadership roles, you have skills with public sector accounting standards, budgeting, financial reporting, auditing, risk management and internal controls. That expertise is combined with experience in dealing with risk, legal, and insurance matters.



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### **You demonstrate and possess**

- A Chartered Professional Accounting designation in good standing with a Master of Business Administration preferred;
- Highly effective experience working with an elected Board. You are an effective parliamentarian who can provide guidance on parliamentary rules and procedures quickly and efficiently;
- The ability to think critically and creatively;
- Strong business acumen and a proven track record of being transparent and clear with all communications;
- A commitment to working in partnership with the Indigenous communities, provincial and federal ministries, and partner associations

*School District No. 73 is an equal opportunity employer. All applications are considered on the basis of their suitability for the position(s), regardless of the gender, age, sexual orientation, religion, racial origin, marital status and/or disabilities of the prospective candidate.*

*If reasonable accommodation is required to fully participate in the job application or interview process, to perform the essential functions of the position, and/or to receive all other benefits and privileges of employment, please contact Associate Superintendent John Wiedrick, [jwiedrick@sd73.bc.ca](mailto:jwiedrick@sd73.bc.ca).*

The current salary range for this position is \$207,169 - \$230,188

### **To Apply**

**Apply by 12:00 noon on Friday November 8, 2024 with a cover letter, resume, most recent performance review, and the contact information for three professional references.**

**By submitting your three professional references you agree that all references will be received in confidence and therefore, will not be shared with you except in summary form with no reference to the party supplying the information.**

**Applications can be submitted by email to [clamont@sd73.bc.ca](mailto:clamont@sd73.bc.ca).**

### **To learn more about the District and our region:**

[School District No. 73 \(Kamloops-Thompson\)](#)  
[City of Kamloops](#)  
[Blue River](#)  
[District of Barriere](#)  
[Village of Chase](#)  
[District of Clearwater](#)  
[District of Logan Lake](#)  
[Sun Peaks Municipality](#)