



**Central Okanagan
Public Schools**

Together We Learn

Director of Operations

It is acknowledged that Central Okanagan Public Schools operates within the traditional unceded territory of the Okanagan Syilx peoples. The school district enrolls approximately 24,000 students (including over 3000 students who self-identify as having Indigenous ancestry). Central Okanagan Public Schools is located in the Central Okanagan encompassing the communities of Peachland, West Kelowna, Kelowna, Lake Country, and Oyama. There are a total of 48 school sites with 32 elementary schools, 8 middle schools, 5 secondary schools, and 3 alternate schools.

Reporting to the Secretary-Treasurer/CFO, the Director of Operations plays a key leadership role in a dynamic, flexible, and cohesive senior management team. The position requires the ability to develop and implement creative solutions to a complex operating environment. Supporting the educational system is the critical focus of the Director of Operations with the following areas of specific responsibility:

- Facilities Operation and Maintenance of the school district
- Advocate and liaise with the Capital Planning Branch of the Ministry of Education
- Student Transportation
- Capital Planning and Execution
- Facilities and Demographic Planning
- Department and District Leadership

Qualifications and Skills

- Registered Engineer or Diploma in Building Technology, or Certified Red Sealed Tradesperson with familiarity with all disciplines of maintenance and construction, or other relevant disciplines.
- Strong analytical and administrative ability.
- A minimum of five (5) years of managerial responsibilities in a large, complex, multi-location organization.
- Ability to develop positive relationships with employees at all levels within the organization, elected officials, the public, partner groups, external agencies, and parent communities.
- Ability to communicate effectively verbally and in writing.
- Preference will be given to candidates who have experience working and supporting capital projects in a public sector environment.

Applications can be emailed to human.resources@sd23.bc.ca. Please indicate "Director of Operations Vacancy" in the subject line. Include a letter of application, complete with a comprehensive resume (include your phone number and email address) and copies of supporting documentation plus the names of 3 (three) references **no later than 4:00 p.m. on May 20, 2022**.

To view the posting, please visit Make a Future via <https://bit.ly/3y9n5lu>



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Bob McEwen
Executive Director of Human Resources
Central Okanagan Public Schools