

Background

The Board of Education of the Sea to Sky School District recognizes the importance of strong and effective senior management in providing leadership and direction to the Board and to the district.

Superintendent of Schools

1. In the Sea to Sky School District the senior management role is the Superintendent of Schools.
 - 1.1. The Superintendent of Schools reports directly to the Board of Education as the Chief Executive Officer (CEO) and discharges their duties in accordance with the duties outlined in the [School Act](#).
 - 1.2. The Superintendent of Schools will be assisted in their duties by an administrative team.
 - 1.3. The composition of the team will change from time to time as circumstances change.
 - 1.3.1. Any changes to the district organizational structure of the administrative team must be authorized by the Board of Education.
 - 1.4. The district management organizational hierarchy is specified in the [Organization Chart](#).

Secretary Treasurer

2. The Secretary-Treasurer (ST) reports to the Superintendent of Schools as the chief financial officer (CFO) and discharges their duties in accordance with the duties outlined in the [School Act](#).
 - 2.1. The Board of Education and the Superintendent of Schools will be jointly responsible for the hiring and current job description of the ST.
 - 2.2. The Superintendent will ensure that performance evaluations, in accordance with the duties of this role, are completed in a timely manner.

Other Staff

3. It is the responsibility of the Superintendent of Schools to hire all other staff, ensure that current job descriptions are in place for all staff, build a plan to support and supervise each staff member, and ensure that performance reviews, in accordance with the duties of each role, are completed in a timely manner.