



British Columbia  
School Trustees  
Association

**The BCSTA offices are on the traditional and unceded territories of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish) and səliłwətał (Tsleil-Waututh) Nations and we are thankful to live work and learn on these lands.**

**Title:** Deputy Chief Executive Officer

**Reports To:** Chief Executive Officer

**Closing Date:** January 13, 2025

The British Columbia School Trustees Association (BCSTA) is seeking a full-time Deputy CEO. This position is responsible for developing and supporting BCSTA's strategic advocacy, policy development and events. The Deputy will support the CEO in carrying out the association's objectives, implementing its policies and providing leadership and oversight pertaining to the organization and operation of the association. The role will support the Board of Directors and CEO in ensuring that improving learning and student outcomes continue to be the central focus of the work of boards of education around the province.

**Key Responsibilities:**

- Support and lead areas identified by the BCSTA Chief Executive Officer or Board of Directors
- Internal and external committee leadership and support as assigned
- Policy Development and research regarding a variety of K-12 education sector topics and inquiries
- Project Management oversight of both internal and external working groups as well as BCSTA events
- Prepare and deliver a variety of small and large group presentations at various events and locations around the province
- Support and expand BCSTA's working relationship with the BC Ministry of Education and Child Care and other K-12 education sector partner groups
- Provide leadership and support to BCSTA's membership and staff on a variety of issues, topics and processes
- Oversee human resource functions including recruitment, developing and administering BCSTA policies, training, performance reviews, health and safety, and other related duties

**Requirements:**

- Minimum Master's Degree in Education or equivalent higher-level certification
- Minimum 10+ years of experience in the K-12 education sector, preferably with senior-level school district leadership experience



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- Excellent understanding of organizational communication
- A strong policy knowledge of the K-12 education sector
- Experience working with various government agencies and departments
- Ability to communicate effectively both verbally and in writing for a variety of platforms
- Comfortable working in a politicized environment, with a significant requirement for confidentiality
- Flexible work scheduling to respond to emergent needs
- Strong interpersonal skills and the desire to work as part of a management team
- A strong member-service focus

### **Abilities, Knowledge and Skills:**

- In-depth knowledge of current public education issues in British Columbia
- Project Management education and/or experience
- Understanding of important human rights efforts to improve organizational diversity, equity and inclusion
- Knowledge and understanding of the 94 TRC Calls to Action, DRIPA and UNDRIP

The salary range for this role is \$189,924.20 to 193,548.59

Please send a resume and cover letter by 4 pm, January 13, 2025, to:

Carmen Batista      [cbatista@bcsta.org](mailto:cbatista@bcsta.org)

Subject Line: Deputy CEO position

Candidates must be available for face-to-face interviews at BCSTA's Vancouver office.

### **About BCSTA:**

The British Columbia School Trustees Association serves and supports our members, BC's 60 Boards of Education, in their key work of improving student achievement and meeting local education priorities. BCSTA provides professional learning, legal counsel, and communications support through our Vancouver office. Provincially, our non-profit Association acts as a strong, unified voice for Boards of Education in advocating to government, other education partners, and the public on matters affecting public education.

For more information, please visit [www.bcsta.org](http://www.bcsta.org).

***The British Columbia School Trustees' Association aspires to embody and work in support of anti-racism, diversity, equity, and inclusion. BCSTA welcomes qualified applicants who value equity and diversity as essential to excellence. You may wish to share some lived experiences that demonstrate your connections to our diverse community.***