

**School District #62 (Sooke)**

<b>ADMINISTRATIVE ORGANIZATION</b>	No.: A-101
	Effective: June 22/81 Revised: Feb. 26/08; Dec. 9/14; Dec. 11/18; May 23/23; Oct. 28/25 Reviewed: Nov. 17/14; Dec. 8/14; Dec. 11/18; Apr. 25/23; May 23/23; Sept. 9/25; Sept. 23/25; Oct. 28/25

**SCHOOL BOARD POLICY**

The Superintendent of Schools is the Chief Executive Officer of the Board of Education, and as such, assumes full authority and responsibility for the implementation of the policies of the Board and for the management of the school district.

The Board and Superintendent are assisted by five (5) executive officers of the Board; the Deputy Superintendent, two Associate Superintendents of Schools, the Secretary-Treasurer, and the Executive Director of Human Resources, all of whom report to the Superintendent of Schools (except that in matters pertaining to their responsibilities as Corporate Officer of the Board, the Secretary-Treasurer shall report to the Board).

In the absence of the Superintendent of Schools, the Deputy Superintendent shall assume responsibility for the operations of the district.

The Deputy Superintendent and Associate Superintendents shall be accountable to the Superintendent for assigned aspects of the district's educational operations, including personnel, curriculum and budget preparation and administration. The Secretary-Treasurer shall be accountable to the Superintendent of Schools for all aspects of the district's Support Services operation: finance, maintenance, transportation, construction, clerical services, and business operations (including information technology infrastructure and operations, privacy, cyber risk and security, records management and digital governance). The Executive Director of Human Resources shall be accountable to the Superintendent for assigned aspects of labour relations, Occupational Health and Safety, as well oversight of district collective agreement obligations.

All other members of school district staff report directly to a designated supervisor, who ultimately will have responsibility to an executive officer.

The Board expects that its executive officers will assume a high level of responsibility for thorough planning, sound management, effective interpersonal relations and the continuing improvement of school district communications, morale, and general effectiveness.