



VICE-PRINCIPAL – SUMMER SCHOOL 2025

General Circular No. M-15

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| Place of Work: | Laurier Macdonald High School |
| Remuneration: | \$8,000.00 as an honorarium, to be paid in three (3) instalments |
| Start Date: | July 2 nd , 2025 |
| Immediate Superior: | Principal – Summer School Program |

Nature of the Work

The Board will be operating its Summer School Program at the secondary level, offering junior courses and senior courses in July 2025.

The Board is looking to hire a Vice-Principal to assist the Principal for the Summer School program, the assignment to be effective from July 2nd to August 4th.

Under the supervision of the Principal of Summer School, the Vice-Principal will coordinate the Junior and Senior courses' sessions, as required by the Principal of Summer School, supervise the pedagogical and human resources pertaining to the Summer School, be responsible for students enrolled in the Summer School, and assume any other related responsibilities assigned by the Principal of SummerSchool.

Requirements and Qualifications

- Permanent teaching license issued by the Ministère (MEQ)
- Bachelor's degree in education or an undergraduate degree in a relevant field of study, certifying a minimum of three-year university program degree or hold a senior executive or senior staff position in our school board for which an undergraduate degree is required under the minimum qualifications or hold a position of vice-principal
- Minimum of six (6) credits acquired towards a graduate university program comprised of at least 30 credits in administration related to a senior staff position in a school
- Minimum of five (5) years of relevant experience
- Excellent working knowledge of English and French (oral and written)
- Knowledge, experience, and interest in the high school curriculum programs as well as exam procedures offered at the Junior and Senior Summer Schoolsessions
- Excellent communication skills, organizational, problem-solving and leadership abilities
- Solid understanding of the Board's financial procedures
- Proven abilities to work within a team structure
- Must be available to work from July 2nd to August 4th.

To view job description as outlined in the classification plan [click here](#)
or visit their website <http://cpn.gouv.qc.ca/en/cpnca/management-staff/>

Interested candidates should send their letter of interest and curriculum vitae to jobs@emsb.qc.ca
to the attention of Ms. Ann Watson, Director of the Human Resources Department,

by Monday, May 12, 2025, by 4:00 p.m.

Please refer to the circular number in your letter of application.

The masculine gender was used in this posting to facilitate the reading.

The English Montreal School Board has implemented an Equal Access Employment Program in accordance with the Act respecting equal access to employment in public bodies and encourages applications from women, members of visible and ethnic minorities, aboriginal and handicapped peoples