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EMSB



EMPLOYMENT OPPORTUNITY

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ASSISTANT DIRECTOR – EDUCATIONAL SERVICES

General Circular No. M-22

Place of Work:	Educational Services Department
Classification:	9
Salary Rate:	\$95,193.00 to \$126,920.00
Start Date:	Determined by the Board
Immediate Superior:	Director

Nature of the Work

The position of assistant director of education services entails the performance of duties required for the participation in the supervision, evaluation, research and development and implementation of one or more programs, resources and policies of the educational services department.

The position involves taking leadership and responsibility for specific dossiers, including the Canada-Québec Entente/FSL Support (mesures d'accueil), COPIBEC, EMSB Research Committee, Green and Environmental Initiatives, Intercultural Measure, Programme d'enseignement des langues d'origine (PELO), and the Professional Development and Innovation Grant (PDIG).

Within the incumbent's area of expertise, the role includes leading initiatives as part of the Educational Services team and representing the EMSB on local, provincial, and MEQ committees. The assistant director will support the Board's pedagogical direction by coordinating, developing, and delivering educational programs such as Culture and Citizenship in Québec (CCQ), Sexuality Education, Science and Technology, English Language Arts, Mathematics, and Preschool Education.

The assistant director will also assist in the management and coordination of both material and human resources to support the implementation of the Québec Education Program. Additionally, the role includes representing the Educational Services Department on board-level committees, overseeing dossiers at both the elementary and secondary levels, and contributing to other Educational Services initiatives as required.

Requirements and Qualifications

- Undergraduate degree in a relevant field of study, certifying a minimum three-year university program or hold a senior executive or senior staff position in a school board for which an undergraduate degree is required under the minimum qualifications
- Six years of relevant experience
- Knowledge of Quebec public education system and a permanent teaching license issued by the Ministry (MEQ)
- Strong leadership, organizational, communication and interpersonal skills
- Fluency in English and French (oral and written)
- Proven ability as a team leader capable of motivating others and achieving goals
- Demonstrated ability to work effectively with others under pressure and within time constraints

To view job description as outlined in the classification plan [click here](#).

Interested candidates should send their letter of interest and curriculum vitae to jobs@emsb.qc.ca to the attention of Ms. Ann Watson, Director Human Resources,
by Friday June 27 by 4:00 p.m.

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

Only candidates chosen for an interview will be contacted by the English Montreal School Board.

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.

