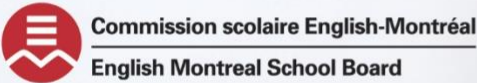


EMPLOYMENT OPPORTUNITY



DIRECTOR

General Circular No. M-6

Place of Work:	School Organization
Classification:	11
Salary Rate:	\$119 091 to \$158 784
Start Date:	Determined by the Board
Immediate Superior:	Assistant Director General-Education Division

Nature of the Work

In keeping with the mandate defined by the Director General and under the authority of the Assistant Director General – Education, the position of Director of School Organization entails overseeing some of the programs and resources for registration, transportation, law 101, daycare services, cafeteria services, emergency measures, and the international student dossier (youth sector) within the department. The position includes the performance of management duties (planning, organization, supervision, control and evaluation).

In addition, the Director of Organizational Services will represent the Board at meetings with the MEQ as required, and participate at Board meetings, parity committees and external committees as needed. Participate and define the objectives and policies inherent to the School Organization Department, taking into account the general policies and objectives of the school board. Develop and oversee the department’s budgets, ensuring diligent monitoring of all allocations, including self-financed budgets.

- Planning and Organization: Develop and implement strategic plans, policies, and procedures to ensure the efficient operation of all services under the department’s jurisdiction. Coordinate with school administrators and other departments to align school organization initiatives with institutional goals.
- Supervision and Coordination: Provide leadership and direction to the personnel within the School Organization Department. Ensure clear communication of objectives, responsibilities, and performance standards. Oversee daily operations related to registration, transportation logistics, daycare and cafeteria management, and compliance with Law 101.
- Control and Evaluation: Monitor service delivery to ensure quality, efficiency, and compliance with legal and regulatory frameworks. Analyze data, prepare reports, and recommend improvements to optimize resources and processes.
- Policy Compliance and Implementation: Ensure adherence to provincial and institutional policies, including those governing student eligibility under Law 101 and international student programs. Oversee the implementation of emergency and safety measures across schools.
- Collaboration and Communication: Act as a liaison between schools, administrative departments, and external partners to support effective coordination of services. Provide expert advice and guidance to senior management on issues related to school organization.
- Resource Management: Manage budgets, personnel, and material resources within the department’s mandate. Ensure fiscal responsibility and efficient use of resources.

Requirements and Qualifications

- Undergraduate degree in a relevant field of study, preferably a Bachelor in Education, 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
- Eight (8) years of relevant experience, preferably in school management, including a minimum of three (3) years of relevant experience at the management level: supervising and evaluating staff, delegating responsibilities, developing action plans, assessing results and advising senior management.
- Fluency in English and French (oral and written)
- Strong knowledge of relevant laws and regulations (including Law 101).
- Excellent communication, interpersonal and problem-solving skills.
- Ability to work collaboratively within a multidisciplinary team and with external stakeholders.
- 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
- Knowledge of Quebec public education system and a permanent Quebec teaching license Brevet d’enseignement.

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 of the Human Resources Department,

by Friday November 21 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 to be held on Monday, November 24, 2025.

Tests may be administered in order to assess candidates’ skills.

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.