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1000 Boulevard de l'Énergie
Lester B. Pearson School Board
Superior School Board



Assistant Director General

Lester B. Pearson School Board

📍 1925 Avenue Brookdale, Dorval, Québec H9P 2Y7 | On site

👤 1 Position available

📅 Expires externally on: May 2, 2024

📅 Expires internally on: May 2, 2024

JOB DESCRIPTION

Members of the Administrative Staff who wish to be considered for appointment to the above position are invited to make their interest known in writing.

Candidates must submit both a curriculum vitae and a letter of application explaining why they would be suitable for this position.

NATURE OF THE WORK

We are seeking a highly qualified and experienced individual to serve as the Assistant Director General of the Lester B Pearson School Board. The position involves carrying out all tasks as defined by the Director General with respect to the administration of School Board activities, programs, and resources, as well as the performance of his/her duties and powers as established under the Director General and delegated by the Council of Commissioners.

The position will be responsible for overseeing Financial resources, Material resources, Transportation Services, and Food Services thereby ensuring efficient and effective management in support of educational excellence. The ideal candidate will possess strong leadership skills, extensive experience in corporate management, and a deep commitment to advancing the mission and vision of the school board.

QUALIFICATIONS

The chosen candidate will:

- Have a graduate or undergraduate degree in a relevant field of studying certifying a minimum three-year university program
- Currently hold a senior executive or senior staff position, excluding a manager position, in a school board
- Have eight years of relevant management experience, including at least three years in a senior staff position
- Have an engaging leadership style and the ability to positively influence colleagues and partners
- Easily anticipate and proactively plan for the future with a strong strategic vision
- Have the ability to effectively and optimally manage all resources and excel in dealing with challenging situations
- Effectively evaluate the political, public and media scope of the school boards actions and decisions
- Have demonstrated ability in developing quality relationships by promoting a positive work environment through strong coaching and communication skills
- Have demonstrated ability to work effectively with others under pressure and within time constraints
- Have a commitment to equity, diversity and inclusion in all aspects of educational and corporate operations
- Have demonstrated capacity to manage multiple sources of information and synthesize communications to orient a system appropriately
- Have proven ability as a team leader who can motivate others and achieve goals
- Have fluency in English and French (both oral and written)

📅 Expected start date:
not available

📁 Job type:
Permanent / Full-time

🕒 Work shifts:
not available

🕒 Work schedule:
not available

💰 Salary:
\$125,151.00 - \$166,864.00 CAD
Yearly

Required documents

- 📄 CV
- 📄 Cover Letter

GENERAL RESPONSIBILITIES MAY INCLUDE

- Understand the roles and responsibilities of the various levels of school, center management and the legal frameworks defining said roles and responsibilities.
- Understand the responsibilities of the various school board departments and each's role in the supporting the activities of schools and centres
- Understand the interactions between the above and other stakeholders who are active in the system
- Participate in developing and implementing school board objectives and policies in cooperation with the directors of administrative units
- Build partnerships and provide follow-up support with different organizations
- Provide support and supervision over the administrative tasks of the departments of finance, equipment services, capital projects, information technology, transportation and food services
- Conduct research to identify grant and funding opportunities and participate in the completion of applications
- Participate in organization and resource development
- Participate in Council of Commissioners meetings and sub committees
- Demonstrated administrative attention to detail

SALARY RANGE AND WORKING CONDITIONS

This position is classified as level 14 with remuneration and working conditions as per the Regulation Respecting the Conditions of Employment of Management Staff of School Boards.

** Interviews will take place the week of May 6, 2024 **

BENEFITS



Maternity/Paternity plans



Career advancement opportunities



A defined contribution pension plan



Life and disability insurance



Employee Assistance program



Induction and support workshops



Professional development opportunities



Family and spouse insurance programs



Personal and sick leave days



Generous vacation periods