



## DIRECTOR GENERAL

General Circular No. M-18 / 1030-0003

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<b>Place of Work:</b>	English Montreal School Board
<b>Classification:</b>	17
<b>Salary Rate:</b>	\$139,599.00 to \$186,127.00
<b>Start Date:</b>	Determined by the Board
<b>Immediate Superior:</b>	Council of Commissioners

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### Nature of the Work

Under the authority of the Council of Commissioners, the Director General shall render account of his management to the Council of Commissioners or the Executive Committee, as the case may be. In conformity with the Education Act and section 23 of the *Canadian Charter of Rights and Freedoms*, the Director General shall assist the Council of Commissioners and the Executive Committee in the exercise of their functions and powers and ensure that the decisions of the Council of Commissioners and of the Executive Committee are carried out. The successful candidate shall perform any other duties that are assigned.

The successful candidate will develop, implement and evaluate the school board's strategic plan on the educational needs of students and their educational, linguistic and cultural success in addition to being responsible for the day-to-day management of the activities and resources of the school board (pedagogical, financial, administrative, material, human and informational resources).

### Requirements and Qualifications

- A graduate or undergraduate degree in a relevant field of study certifying a minimum three year university program or hold a senior executive or senior staff position, excluding a manager position, in a school board.
- A minimum of ten (10) years of relevant experience, including at least five (5) years in a senior staff position.
- Excellent spoken and written English and French.
- Proven leadership and teambuilding skills.
- Experience in leading major structural change will be considered an asset.
- Understanding of the financial, pedagogical, governance and administration of a school board in the context of the Quebec educational system and its related laws and regulation.
- Experience working under and reporting to a board composed of elected members will be a definite asset
- An understanding of the needs and rights of Montreal's English-speaking communities.
- An understanding of, and experience implementing minority-language education rights will be a definite asset.
- Experience in managing and promoting the needs of diverse communities will be a definite asset.
- Recognized management and organizational skills with a proven track record of significant accomplishments.
- Ability to motivate and lead a team of senior administrators.
- Broad pedagogical experience will be considered an asset.
- Excellent interpersonal and communication skills.
- Capacity to work well under pressure and within time constraints.
- The Council of Commissioners may consider a contract with additional terms for the selected candidate.

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/>

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Interested candidates should send their letter of interest and curriculum vitae to Joe Ortona, Chair of the English Montreal School Board, at [president-chair@emsb.qc.ca](mailto:president-chair@emsb.qc.ca)  
**by Friday January 29, 2021 at 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.  
Testing may be administered in order to assess candidates' skills.

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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.