



ASSISTANT DIRECTOR

General Circular No. M-26

Place of Work:	Student Services Department
Classification:	9
Salary Rate:	\$89,034.00 to \$118,709.00
Start Date:	Determined by the Board
Immediate Superior:	Director – Student Services

Nature of the Work

The position of Assistant Director of Student Services entails assisting the Director of Student Services in the performance of the management duties (planning, organization, supervision, control and evaluation) for programs and resources of the Student Services Department.

The position of Assistant Director includes, in particular, to work in collaboration with school administrators, department administrators and stakeholders from the health and social services in order to ensure that appropriate services are allocated in EMSB schools. The candidate will be required to regularly problem solve and manage complex cases while working under pressure. The candidate will be required to work with the different professionals in the Student Services department, while providing support in the development and implementation of different projects related to promotion and prevention. The candidate's responsibilities will also include supporting students with special needs.

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 (6) years of relevant experience
- Fluency in English and French (oral and written)
- Demonstrated ability to work effectively with others under pressure and within time constraints
- Strong listening skills and the ability to be empathetic and compassionate
- Strong leadership, organizational, communication and interpersonal skills
- Knowledge of Quebec public education system and a permanent teaching license issued by the Ministère de l'Éducation du Québec (MEQ)

To view the 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 Wednesday June 08, 2022 by noon.

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.

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

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.