



## HEAD TEACHER General Circular

<b>Place of work:</b>	EMSB High Schools
<b>Status:</b>	Promotion
<b>Supplement:</b>	\$1,698.00/yr.
<b>Start Date:</b>	August 2023

### Opportunity for promotion

Members of the instructional staff who wish to be considered for the appointment as Head Teacher for the 2023-2024 school year are invited to make their wishes known in writing. Please note that present practice is to appoint a Head Teacher from among the staff members of the school in which he is teaching.

Candidates need not supply biographical details at this time. Arrangements will be made at a later date for all applicants to supply relevant information after their letter of application is received. The appointment of Head Teacher is for one school year only and must be confirmed annually. The nomination of a teacher as Head Teacher shall terminate automatically on June 30th.

### Particular characteristics of the position of head teacher

As Head Teacher of a school, this teacher shall, in addition to duties as a teacher which retain priority, assume the following responsibilities subject to the direction and authority of the Director General or his delegate:

1. The function of principal and the accomplishment of such tasks as the Board sees fit to delegate to him
2. The application of all regulations, directives and procedures concerning the organization of teaching and student personnel services
3. The implementation of the established day-to-day discipline procedures of the school and the Board
4. The implementation of the established day-to-day safety and health policies of the school and the Board
5. The liaison with parents in conformity with the policies of the school and the Board concerning:
  - a) emergency school closing;
  - b) parent-teacher communication, including reporting to parents;
  - c) teacher-student conflicts;
  - d) distribution of written correspondence between home and school.
6. The obtaining of occasional substitutes when required to do so according to the procedures in effect in the school and the Board
7. The performance of all other duties related to the function as head teacher which may be assigned to him by his immediate administrative superior

### Requirements and Qualifications

- Minimum of fifteen (15) years of schooling, including a Bachelor's Degree or its equivalent experience or knowledge
- Brevet d'enseignement issued by the MEQ
- Minimum of five (5) years of successful teaching experience
- Ability to exercise sound, mature judgment
- Personality which encourages others to respect his professional competence and to seek his advice and assistance
- Ability to motivate others to realize their greatest potential, work well with others and communicate effectively through the use of the written and spoken word
- Evidence of professional interest
- Sensitivity and skill in the areas of human relationships and social awareness

Interested candidates should see that their letter of application is forwarded through the Principal of the school in sufficient time to reach the office of the Sector Director

**by Thursday, June 22<sup>nd</sup>, 2023**

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.