

Celebrating  
**DIVERSITY**  
and  
**INCLUSIVITY**  
at the  
**EMSB**



**EMPLOYMENT  
OPPORTUNITY**

**25** Celebrating 25 years!

**ASSISTANT DIRECTOR-TEACHERS**  
General Circular No. M-13

---

|                            |                             |
|----------------------------|-----------------------------|
| <b>Place of Work:</b>      | Human Resources Department  |
| <b>Classification:</b>     | 9                           |
| <b>Salary Rate:</b>        | \$95,193.00 to \$126,920.00 |
| <b>Start Date:</b>         | Determined by the Board     |
| <b>Immediate Superior:</b> | Director                    |

---

**Nature of the Work**

The position of assistant director of human resources entails the performance of duties required for the supervision, evaluation, research and development of one or more programs and resources of the human resources department.

The position includes, in particular, the responsibility to participate in the development and implementation of policies, procedures and orientations regarding human resources management and to coordinate activities relating to labor relations involving Teachers.

The position consists in providing, within the incumbent's field of competence, advice and expertise to the administrators of the school board regarding the application and interpretation of collective agreements pertaining to Teachers, including the management of grievance and arbitration files so as to promote the optimal management of human resources. The Assistant Director will oversee the staffing and evaluation of Teachers, manage the disciplinary process and participate in local negotiations, as well as assist in other HR dossiers as required.

**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 years of relevant experience
- A minimum of two years of relevant management experience preferably in a school setting and/or unionized environment: supervising and evaluating staff, delegating responsibilities, developing action plans, assessing results and advising senior management
- Fluency in English and French (oral and written)
- Proven ability as a team leader capable of motivating others and achieving goals
- Proven conflict resolution skills
- Demonstrated ability to work effectively with others under pressure and within time constraints

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](mailto:jobs@emsb.qc.ca) to the attention of Ms. Ann Watson, Director Human Resources,  
**by Monday December 4 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.

---

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.