



## VICE-PRINCIPAL – ELIGIBILITY LIST

General Circular No. M-8

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<b>Place of Work:</b>	Youth Sector Schools & Adult and Vocational Centres
<b>Classification:</b>	6
<b>Salary Rate:</b>	(Cl. 6) \$78,600.00 to \$104,797.00
<b>Start Date:</b>	Determined by the Board
<b>Immediate Superior:</b>	School or Centre Principal

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### Nature of the Work

The position of vice-principal of a school or centre entails assisting the principal in the management of the instructional, educational and administrative matters of the school or centre. In general, this position can include:

Participating in instructional and educational matters such as the development, implementation and evaluation of the educational project and the Management Educational Success Agreement, participating in the development of local programs of studies, new instructional methods, standards and procedures for the evaluation of student achievement, as well as the rules governing the placement of students and their promotion from one cycle to the other, and assisting in the development, implementation and evaluation of individualized education plans for those students who require them.

Contributing to the management of material, financial and human resources. Assisting in the organization of professional development activities as well as assisting in the purchase of apparatus, equipment, movables and immovables and keeping an inventory of goods and equipment.

Assuming responsibilities related to information and communication technologies by participating in the development, implementation and evaluation of the plan for the integration and use of information and communications technologies.

Assisting with the organization and administration of daycare and noon-hour services.

Replacing the school or centre principal if the latter is absent for a short period.

### Requirements and Qualifications

- Bachelor's degree in education or an undergraduate degree in a relevant field of study certifying a minimum three-year (3) 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
- Graduate university program including a minimum of thirty (30) credits in administration related to a senior staff position in a school:
  - Minimum of six (6) credits must have been acquired prior to the first appointment to a position in a school or centre and the remaining credits must be acquired during the five (5) years following such an appointment
  - Candidates who have not accumulated six (6) credits in administration may, in exceptional cases, be referred to a selection committee
  - Senior staff members who do not complete the thirty (30) credits in administration within the time limit prescribed may, in exceptional cases, be granted an extension. If not, he shall be relocated to an available senior staff, manager, teaching or professional position for which he is qualified
- Five (5) years of relevant experience in a teaching or non-teaching professional position
- Brevet d'enseignement (Permanent teaching licence issued by the ministère de l'Éducation du Québec (MEQ))
- Fluency in English and French (oral and written)
- Ability to exercise sound and mature judgement
- Ability to motivate others to realize their greatest potential
- Ability to work well with others and have a sensitivity and skill in the areas of human relations and social awareness
- Knowledge of the ethno and cultural communities of the Board, a sensitivity in dealing with situations affecting these communities, and a knowledge of Board policies and procedures related thereto
- Leadership abilities and a personality which encourages others to respect his professional competence and to seek his advice and assistance

- Professional interest and an inclination to participate in activities other than teaching at the School, Centre or Board

#### Process for Vice-Principal Candidates:

Mandatory documentation that **must** be included in the application package:

- Detailed (1-2 page) Letter of interest and a current working C.V.
- Brevet d'enseignement (permanent Quebec Teaching License issued from the ministère)
- Five (5) years recognized teaching experience

#### First Step:

For the selection, evaluation & interviewing process, candidates will be contacted by our external recruitment group and asked to complete a professional profile.

- **Selection:**  
Candidates will be contacted by the external recruitment group after October 12, 2023.
- **Evaluation:**  
This one-day evaluation session will be held virtually on **Saturday, October 28<sup>th</sup>, 2023.**
- **Interviews:**  
Virtual interviews will be scheduled in the month of November 2023.

#### Second Step:

Successful candidates will undergo a brief session of "interviews" where candidates will be asked various questions and also asked to provide different solutions to scenarios provided by Administrators of the English Montreal School Board. The date for this "Round Robin" activity is yet to be determined.

To view job description as outlined in the classification plan [click here](#)  
or visit their website

[http://cpn.gouv.qc.ca/fileadmin/documents/CPNCA/eng/10\\_Class\\_Plans/Management\\_Staff/EmplosiCadreAA200207.pdf](http://cpn.gouv.qc.ca/fileadmin/documents/CPNCA/eng/10_Class_Plans/Management_Staff/EmplosiCadreAA200207.pdf)

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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 of the Human Resources Department,  
**by Wednesday October 11, 2023 by 4:00 p.m.**

Please refer to the circular number in your letter of application.

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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.