

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



**EMPLOYMENT  
OPPORTUNITY**

**25** Celebrating 25 years!

## MANAGER

General Circular No. M-28

---

<b>Place of Work:</b>	School Organization
<b>Status:</b>	100% Regular Position
<b>Classification:</b>	5
<b>Salary Rate:</b>	\$72,911 to \$97,212
<b>Start Date:</b>	Determined by the Board
<b>Immediate Superior:</b>	Director School Organization

---

### Nature of the Work

The position of Manager entails the responsibility for performing duties required for the School Organization Department by managing, developing, coordinating, overseeing systems, methods, procedures and programs pertaining, among others, to operations, communication structures and the rational of school board resources.

### Manage the Registration Dossier

- Manage, develop standards and oversee good practices within School Organization Department
- Develop and manage the Critical Path for *the Registration Dossier*
- Oversee the daily activities for *the Registration Dossier*
- Manage the *Administrative Support Group (ASG)* platform
- Manage the Team's Folder shared between schools and School Organization Department
- Collaborate with other departments to update the GDUNO system
- Exercise direct supervision of the following positions: Administrative Technicians
- Manage biweekly meetings with the team to develop strong organizational, communication and problem-solving skills
- Supervise and evaluate the Support staff under the incumbent's authority
- Manage, oversee and organize training for School Org's administrative technicians and school secretaries
- Manage and oversee the communication between parents, students, and schools
- Collaborate with the ministry and other school boards
- Collaborate with other departments: Finance, Student Services, Educational Services, etc.
- Collaborate with IT department to resolve problems within the different School Org platforms
- Participate as needed in the development of strategic objectives and priorities for the department

### Other Tasks and Responsibilities

- Manage, oversee and coordinate the implementation of different tools and platforms such as: Mozaik Power BI, GPI, JADE, Charlemagne, ARIANE, Avant-Garde, GÉOBUS, ADAN, etc.
- Manage and oversee training to users on the before mentioned tools and platforms
- Manage and establish a professional development community among the platform users
- Keep abreast of emerging tools and technologies
- Manage, develop and establish standard and good practices for collaborative tools
- Manage and oversee the support offered to the different users
- Collaborate closely with the IT analyst to identify priorities and recommend solutions to senior managers
- Collaborate with IT to resolve business solutions issues and change requests
- Perform any other related tasks

### Requirements and Qualifications

- Bachelor's degree in a related field and two years of experience in a relevant field
- Or Diploma of college studies in a relevant field of study and six years of relevant experience
- Or Secondary V diploma in a relevant field of study or valid certificate of qualification for the practice of a trade relevant to the position and ten years of relevant experience
- Excellent English/French language skills, both oral and written
- In-depth knowledge of Microsoft Office 365 (Power Point, Teams, SharePoint, One Drive, etc.)
- Knowledge of GPI, JADE, Charlemagne, ARIANE, ADAN, Mozaik platform, is an asset
- Excellent communication, organizational, analytical, interpersonal and creative skills
- Ability to effectively supervise personnel

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 of the Human Resources Department,  
**by Wednesday July 17 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.

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

---

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.