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**DIVERSITY**  
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**EMSB**



# EMPLOYMENT OPPORTUNITY



Commission scolaire English-Montréal  
English Montreal School Board

## COORDINATOR

General Circular No. M-4

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<b>Place of Work:</b>	Legal Services Department
<b>Status:</b>	SPECIAL PROJECT UNTIL JUNE 30, 2025
<b>Classification:</b>	7
<b>Salary Rate:</b>	\$84,101.00 to \$112,133.00
<b>Start Date:</b>	Determined by the Board
<b>Immediate Superior:</b>	Director

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### Nature of the Work

The position of Coordinator of Legal Services entails the performance of all the duties required for the coordination, supervision, evaluation, research and development of one or more programs in the field of legal services.

Specifically, the Coordinator of Legal Services will be responsible for the management of legal files related to education law, civil law, human rights and labour laws. The role also includes overseeing the contract rules prescribed by law, regulations, policies and directives.

The position includes, in particular, the following responsibilities:

- Give clear, accurate and timely advice to Senior Management and school/centre principals;
- Support schools, centers and departments in the application of the *Civil Code of Quebec*, *Charter of Human Rights and Freedom*, *Education Act*, *Act Respecting Contracting by Public Bodies*, and other laws applicable to the education sector;
- Assist the Director in developing, implementing and leading effective internal contractual compliance monitoring in order for the organization to comply with the rules prescribed by the *Act Respecting Contracting by Public Bodies*;
- Draft and/or review agreements, contracts and other legal documents;
- Draft legal opinions, prepare and submit reports with recommendations;
- Efficiently manage a range of cases from start to finish;
- Represent the organization before civil and administrative courts, or collaborate with the organization's external legal counsel;
- Prepare and present training seminars on topics of interest for the organization.



## Requirements and Qualifications

- Bachelor's degree in law, 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 in Law is required under the minimum qualifications
- Member of the *Barreau du Quebec*
- Five (5) years of relevant experience
- Strong experience in all stages of litigation (research, drafting, analysis, investigation, negotiation and pleading) with a focus on civil law
- Ability to understand, anticipate and meet client needs, and remaining cognizant of related risks
- Excellent capacity to work autonomously and under pressure, displaying composure in challenging times
- Inclination to take initiative
- Good knowledge of the functioning of public body and/or a unionized environment, an asset
- Good knowledge and experience with respect to construction law and regulatory compliance, an asset
- Fluency in English and French (oral and written)
- Excellent communication and interpersonal skills
- Strong sense of responsibility and priority management

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

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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 Monday September 30 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.

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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.