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**EMSB**



**EMPLOYMENT  
OPPORTUNITY**

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## ASSISTANT DIRECTOR – EDUCATIONAL SERVICES

General Circular No. M-8

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<b>Place of Work:</b>	Educational Services 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

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### Nature of the Work

The position of assistant director of education services entails the performance of duties required for the participation in the supervision, evaluation, research and development and implementation of one or more programs, resources and policies of the educational services department.

The position includes in particular, taking leadership and responsibility for specific dossiers including AMSFA, EMSB Chorale, NANS, CLC, Réseau Réussite Montréal, ICOR/Inner City, Culture in the Schools, 21<sup>st</sup> Century Library Dossier, and Academic and Career Development.

The position consists in providing, within the incumbent's field of competence, leading initiatives within the educational services team and representing the EMSB on local, provincial and MEQ committees as well as supporting the Board's pedagogical direction by coordinating, developing and delivering educational programs such as Social Sciences, Physical Education and Health and Arts Education. The assistant director will assist in managing and coordinating material and human resources to support the Quebec Educational Program and represent the educational services department on board level committees while managing dossiers for both elementary and high school levels and assist in other educational services 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
- Knowledge of Quebec public education system and a permanent teaching license issued by the Ministry (MEQ)
- Strong leadership, organizational, communication and interpersonal skills
- Fluency in English and French (oral and written)
- Proven ability as a team leader capable of motivating others and achieving goals
- 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](#).

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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 Human Resources,  
**by Tuesday December 3 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.

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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.