

## **ASSISTANT DIRECTOR GENERAL**

Riverside School Board is home to close to 11,000 students in 19 elementary schools, 4 high schools and 5 adult education and vocational training centres, servicing 80 municipalities.

It is internationally recognized as the birthplace of French Immersion, which began over 50 years ago, in 1965. We are proud that Riverside School Board places consistently among the top highest graduation rates of the 72 school boards and school service centres in Québec.

One of Québec's English school boards, Riverside is committed to providing an engaging, inclusive, adaptive, and bilingual environment that empowers learners to achieve their full potential. We are passionate about our commitment to graduate and qualify students who are critical thinkers, proficient in English and French, equipped both academically and socially to fulfill their highest potential and prepared to be contributing, engaged citizens.

**We are seeking a candidate to occupy the position of Assistant Director General with a start date as soon as September 2, 2024. This position is located at 7525 chemin de Chambly in St-Hubert, Québec.**

### **NATURE OF WORK**

The position of Assistant Director General shall include the performance of all functions and duties as defined by the Director General in relation to the administration of the activities, programs, and resources of the school board, as well as exercise under his or her authority the rights, powers and obligations delegated by the Council of Commissioners. The position will include senior management responsibilities in one or more services of the school board. The current position includes, but is not limited to, the administration of the Adult General Education and Vocational Training services.

### **CHARACTERISTIC FUNCTIONS**

- Ensure the implementation of the Commitment to Success Plan as well as the orientations of the
- Ministry of Education's policy on educational success
- Oversee the management of schools and centres
- Ensure the implementation of educational projects
- Supervise the administrative services under his/her responsibility, including the Adult General Education and Vocational Training sectors
- Promote and foster the development of a culture of continuous improvement and the ability to establish objectives and indicators within the framework of good management practices
- Ensuring the alignment of primary/secondary/adult and vocational training
- Facilitate pedagogical networks
- Participate in the governance structure
- Conduct pedagogical supervision and evaluation of school principals and centre directors assigned to him/her
- Handle complaints sent to the school board in the sectors under his/her responsibility
- Responsible for the application of the policy on Safe, Respectful and Drug-Free Environment
- Participate in the development of the school board's objectives and policies

- Lead, participate and supervise Professional Learning Communities (PLC's)
- Work closely with the Communications department and the General Secretariat
- Represent the Director General on various committees
- Replace the Director General in his/her absence as needed

To adequately fulfill the position, the candidate will improve student success and increase the sense of effectiveness among staff and various partners by:

- Sharing his/her passion for education
- Possessing a strategic vision, namely the ability to anticipate, identify strategies and project a future perspective, based on a reading of the environment
- Mobilizing leadership, namely the ability to influence collaborators and partners and to give direction and meaning to joint efforts
- Measuring the political, public and media impact of the school board's actions and decisions
- Establishing quality, transparent relationships and fostering a climate of teamwork within his/her team
- Supervising and managing a team of administrators according to the values, directives, and framework of the organization
- Demonstrating his/her courage to act in dealing with difficult decisions or situations
- Mobilizing the administrators under his/her immediate supervision, providing leadership while encouraging the development of their autonomy
- Having a sense of creativity and innovation, being constantly on the lookout for new knowledge and research.

## **QUALIFICATIONS**

- A graduate or undergraduate degree in an appropriate field of specialization from a university program of at least three (3) years duration, or employment at a non-executive or executive level, excluding managerial positions, in a school board or school service center.
- Eight (8) years of relevant experience, at least five (5) of which must have been at a senior position level.
- Thorough knowledge of the Quebec Education system and of the current issues and challenges facing public education
- Significant and successful broad base education leadership experience
- Accomplished communicator in both French and English

## **ANNUAL BASIC SALARY**

Working conditions, including compensation, shall be in accordance with the ministerial regulation on the conditions of employment for non-executive staff of school boards.

The annual salary corresponds to classification 12.



Candidates are requested to submit in confidentiality a letter of application including a statement on their personal educational vision and beliefs, and a curriculum vitae. Applications must be sent to the Director General, Lucie Roy, at [direction@rsb.qc.ca](mailto:direction@rsb.qc.ca). **Only applications received at this email address will be considered.**

**APPLICATIONS MUST BE SUBMITTED BEFORE 4:00PM ON JUNE 26, 2024.  
ONLY SELECTED CANDIDATES WILL BE CONTACTED.**

*Riverside School Board is an equal opportunity employer. Riverside School Board has implemented an Equal Access to Employment Program and encourages applications from women, members of visible and ethnic minorities, Aboriginal people, and handicapped persons.*

2024.XX.XX

**Français au verso**