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Commission scolaire
Lester B. Pearson
School Board



Assistant Director of Student Services

Lester B. Pearson School Board

📍 1925 Avenue Brookdale, Dorval, Québec H9P 2Y7 | On site

👤 1 Position available

📅 Expires externally on: July 10, 2024

📅 Expires internally on: July 10, 2024

JOB DESCRIPTION

Members of staff who wish to be considered for appointment for the above position are invited to make their intention known in writing.

Candidates must submit both a curriculum vitae and a letter of application explaining why they would be suitable for this position.

NATURE OF THE POSITION

Reporting to the Director of Student Services and functioning as a member of the Board's senior management team, the successful candidate will;

- Assume leadership responsibility for specific dossiers assigned by the Director of Student Services.
- Participate in the development and execution of Board level policies and objectives, both pedagogical and administrative.
- Work cooperatively with the members of the Student Services and Educational Services leadership teams, and the rest of the senior administrative team, to ensure the effective delivery of services aimed at meeting the needs of all learners.
- Liaise with MEQ, MSSS and other educational partners or organizations to ensure successful and effective delivery of services to students.

QUALIFICATIONS

The successful candidate will:

- Have a broad understanding of the LBPSB and the role Student Services has in the effective delivery of services to students.
- Have a graduate or post graduate degree in a relevant field
- Have at least 6 years of successful experience in Administrative leadership positions.
- A Québec teaching brevet will be considered an asset.

REQUIRED COMPETENCIES

The successful candidate will:

- Have a strong understanding of students with special needs as well as best practices regarding services to these students.
- Have a solid understanding of school organization planning processes, SN allocation of resources and services, organization of interventions and services in a school/centre as well as staffing processes and how each of these elements are interconnected.
- Possess excellent communication skills, both oral and written, in English and French.
- Actively listen to the issues of others in a manner that elicits cooperation and support.
- Have a strong belief in and demonstrated the ability of collaborative team building.
- Ability to engage in critical thought and analyze all types of quantitative and qualitative data.

📅 Expected start date:
not available

📁 Job type:
Permanent / Full-time

🕒 Work shifts:
not available

🕒 Work schedule:
not available

💰 Salary:
\$95,193.00 - \$126,920.00 CAD
Yearly

Required documents

- ✓ CV
- ✓ Cover Letter

- Effective time management skills with the ability to separate and identify priorities
- Have strong organizational skills and an ability to work autonomously.
- Be technologically literate and encourage use of new technologies for students and professionals.
- Have sound knowledge of budgeting and accounting principles.
- Have a commitment to the Equity, Diversity, Dignity, and Inclusivity (EDDI) principles and have demonstrated ability in developing quality relationships by promoting a positive work environment.

PRIMARY RESPONSIBILITIES

Working under the direction of the Director of Student Services, the successful candidate's specific duties may include responsibility for leadership in the following areas:

- Coordinating the delivery of complementary educational services to students.
- Coordinating health and social services-related initiatives within the board and collaborating with various public health and social services organizations on such dossiers (e.g. DPJ, CIUSSS, CROM, CISSSMo, Santé publique, YMCA, PSI, SPVM, SQ, etc.).
- Collaborating with other departments of the School Board regarding the provision of services to students (curriculum implementation, transition points, MEQ Mesures, assistive technology, student registration and placement recommendations, etc.).
- Overseeing programs and projects funded by special grants and Mesures.
- Managing the reporting processes of MEQ Mesures and grants or funds from various organizations, which are submitted through *CollectInfo* or other similar portals.
- Representing the Student Services Department on Board level committees.
- Coordinating SSD professional services to homeschooled students.
- Representing the School Board in its relations with the MEQ, other government agencies and community organizations involved in the delivery of services for youth and families.
- Coordinate and oversee the Health Promotion & Prevention dossiers for the system.
- Coordinate and oversee the School Climate dossier and how it relates to each school and centre.
- Other duties, as delegated by the Director of Student Services.

SALARY RANGE AND WORKING CONDITIONS

This position is classified as Class 9 with remuneration and working conditions as per the ***Regulation Respecting the conditions of Employment of Management Staff of School Boards***.

BENEFITS



Maternity/Paternity plans



Career advancement opportunities



A defined contribution pension plan



Life and disability insurance



Employee Assistance program



Induction and support workshops



Professional development opportunities



Family and spouse insurance programs



Personal and sick leave days



Generous vacation periods