

Join our Team

Commission scolaire
Lester B. Pearson
School Board



CAREER IN EDUCATIONAL ADMINISTRATION

Lester B. Pearson School Board

📍 Montréal, Québec

📍 1925 Avenue Brookdale, Dorval, Québec H9P 2Y7

👤 1 Position available

📅 Expires externally on: January 29, 2025

📅 Expires internally on: January 29, 2025

JOB DESCRIPTION

The Lester B. Pearson School Board is building a bank of candidates in anticipation of future needs and is seeking competent, skilled women and men who are ready for the challenges of a career in Educational Administration as a Vice-Principal or Assistant Centre Director. We are seeking candidates interested in the Elementary and High School Regions and in Adult Education and Vocational Training.

WE ARE SEEKING NEW EDUCATIONAL LEADERS WHO:

- Have superior communication skills in English; and the ability to communicate in French.
- Have a proven ability to develop and maintain relationships that enhance understanding, communication, and co-operation.
- Have demonstrated excellence in team skills, a firm commitment to a collaborative management style, and effectiveness in resolving conflicts.
- Have a student-centered focus, with high expectations that each student will be given the opportunity to learn in a variety of ways.
- Have the ability to involve staff, parents, students and the community in the identification and accomplishment of the mission of the school.
- Have extensive knowledge of the appropriate curriculum areas and a clear pedagogical vision.
- Have a good understanding of the regulations, collective agreements, Board procedures and policies currently in force.
- Have demonstrated effectiveness in time management, planning, financial administration, and organization.
- Model life-long learning and encourage and facilitate ongoing professional development among staff.
- Have a good understanding of computer technology; how to apply it as an educational administrator and how to make use of it in the classroom.

LEGAL QUALIFICATIONS REQUIRED:

- A minimum of an undergraduate degree in a relevant area (a post graduate degree and/or a Principal's Certificate would be a definite asset).
- A 30-credit program in Educational Leadership is required, although a successful candidate will be given five years to acquire this.
- A minimum of eight years of relevant experience.
- A permanent Quebec Teaching Certificate (Brevet).

***Please note that only candidates who possess all the legal qualifications will be considered.**

HOW TO APPLY:

Your application document should contain the following:

- A letter of application including the following four components:
 - An overview of your vision of educational leadership.
 - An overview of your leadership skills and style and why they are suited to the current context.
 - An outline of your reasons for wanting to pursue a career in Educational Administration.
 - A clear indication of whether you are interested in elementary, high school, and/or continuing education.
- An up-to-date curriculum vitae outlining relevant experience, formal education, professional development activities, and leadership activities.
- Three names of professional references with an e-mail or phone contact.
- A copy of your Brevet

Required documents

- ✓ CV
- ✓ Cover Letter
- ✓ Teaching permit or licenses

SELECTION PROCESS:

(Candidates must be successful at each step to move forward to the next step of the selection process).

- **Step 1:**
 - **Written exercise:** Selected candidates will be invited to participate in virtually written exercises January 31-February 3, 2025
 - **Breakout room session:** Selected candidates will then be invited to participate in an in-person group breakout session an evening during the week of February 10, 2025. Date and time to be confirmed.
 - **Speed interview session** (external candidates only): will be invited to also participate in an in-person individual speed interview session during the week of February 17, 2025. Date and time to be confirmed.
- **Step 2:**
 - **References:** Successful candidates will have references contacted in order to confirm support of advancement in a career in educational leadership in order to move to step 3.
- **Step 3:**
 - **Interviews:** Retained candidates will be interviewed in person by a panel of senior administration the week of March 10, 2025. Dates and times to be confirmed.
- **Step 4:**
 - **Administrator Candidate List:** Successful candidates* will be added to our list of qualified administrator candidates

**Successful candidates may be placed at any time.*

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