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Commission scolaire
Lester B. Pearson
School Board



Assistant Director - Human Resources

Lester B. Pearson School Board

📍 1925 Avenue Brookdale, Dorval, Québec H9P 2Y7

👤 1 Position available

📅 Expires on: April 9, 2025

JOB DESCRIPTION

Members of the Administrative Staff who wish to be considered for appointment to the above position are invited to make their interest 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 Work

This is a senior cadre position. Reporting to the Director of Human Resources and functioning as a member of the Board's senior management team, the successful candidate will be a proven leader with a knowledge and skill base that will support the evolution of superior HR practices and programs within the Board. As a key member of the HR leadership team, this individual will assume responsibilities for the coordination, supervision, evaluation, research, and development of assigned areas of HR activities. **Management of teacher dossier examples of which are:**

- The day-to-day management of employee portfolios
- Development of staffing plans and classification of employee groups
- Recruitment, selection, placement, and orientation of staff
- Provide guidance and recommendations on HR related items
- Labor relations for employee groups. This responsibility involves the daily administration of the collective agreement as well as participating in the local collective agreement process
- Conflict resolution
- Coach and mediate conflicts
- Management of budgetary envelopes related to staffing
- Manage teacher qualifications
- Performance appraisal for teachers
- Participation in several committees including Central Special Needs Parity Committee, Labor Relations Committee, Educational Policies Committee
- Employee benefits
- Insurances (including CNESST)
- Pensions
- Leaves
- Maternity Benefits
- Value Added Remuneration
- Any additional tasks assigned by the Director of Human Resources

Qualifications

The chosen candidate will:

Expected start date:



July 1, 2025

Job type:



1 year Replacement / Full-time

Work location



Hybrid

Salary:



\$95,193.00 - \$126,920.00 CAD
Yearly

Required documents

✓ CV

✓ Cover Letter

- have a Quebec Teaching Brevet or a minimum of an undergraduate degree in a relevant field of study
- have at least five years of successful experience in a Senior Management role (preferably as an in-school administrator) and/or at least five years of successful experience in labor relations and human resources
- have the ability to communicate (oral and written) clearly and effectively in English and French
- have a broad spectrum understanding of the LBPSB and how the HR function is key to the accomplishment of the mission and vision of the School Board
- have demonstrated strong leadership, interpersonal skills, and the ability to work effectively in a collaborative and consultative team environment, and with syndical and associate partners
- have demonstrated the ability to use computer technology effectively for management purposes (Microsoft Office, Office 365, Excel)
- have demonstrated the ability to use HR software effectively for management purposes (examples: GPI, GRICS "PAIE et GRH")
- have demonstrated an affinity for, and an ability to work effectively with technical and detailed data
- have superior conflict resolution skills
- have demonstrated the ability to work effectively under pressure
- have the ability to set up processes by which confidential information is handled securely and with discretion

Working Conditions

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

**Interviews will take place the week of April 14, 2025*

BENEFITS



Maternity/Paternity plans



Career advancement opportunities



A defined contribution pension plan



Employee Assistance program



Life and disability insurance



Induction and support workshops



Professional development opportunities



Family and spouse insurance programs



Personal and sick leave days



Generous vacation periods