

# Join our Team



## CAREER IN EDUCATIONAL ADMINISTRATION

Lester B. Pearson School Board

📍 Montreal, Quebec

📍 1925 Avenue Brookdale, Dorval, Québec H9P 2Y7

👤 1 Position available

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📅 Expires on: October 10, 2025

### JOB DESCRIPTION

The Lester B. Pearson School Board (LBPSB), one of the largest school boards in the province, is building a bank of future leaders for Vice-Principal and Assistant Centre-Director roles across Elementary and High School regions and Adult Education and Vocational Training. We welcome problem-solvers and lifelong learners who thrive on tackling complex issues, integrating information quickly, and finding innovative solutions. These roles are an entry point into a leadership career trajectory at LBPSB, offering diverse challenges and significant opportunities for advancement.

At their core, these positions require learning and integrating information to lead effectively and make informed decisions for the school or centre.

#### WE ARE SEEKING NEW EDUCATIONAL LEADERS WHO:

- Center decisions on students, holding high expectations and supporting multiple pathways for every learner.
- Set a clear vision for inclusive, culturally responsive practice with high expectations for every learner.
- Demonstrate a deep knowledge of the Québec Education Program (QEP) and a clear, evidence-based pedagogical vision.
- Turn data into action by setting targets, selecting strategies, and monitoring progress.
- Possess a forward-looking vision for technology in a changing world, applying it to deepen classroom learning and to drive operational efficiency across the school or centre.
- Communicate with impact in English and effectively in French, both in writing and live settings with diverse audiences.
- Build and sustain trusting relationships that strengthen and exemplify understanding, caring, collaboration, and clear communication.
- Understand how to mobilize staff, parents, students, and community partners to advance the school/centre mission.
- Lead teams through a collaborative management style, using timely, fair conflict resolution to keep work moving.
- Have demonstrated effectiveness in time management, planning, and organization and sound judgement.
- Have a good understanding of the regulations, collective agreements, Board procedures and policies currently in force.
- Model lifelong learning and champion ongoing professional growth for all staff.

#### LEGAL QUALIFICATIONS REQUIRED:

#### Job type



According to availability / Full-time

#### Work location



On site

#### Required documents

✓ CV

✓ Cover Letter

#### Optional documents

✓ Teaching permit or licenses

- A permanent Quebec Teaching Permit (Brevet).
- A minimum of eight years of relevant experience.
- A minimum of an undergraduate degree in a relevant area.
- A 30-credit program in Educational Leadership is required, although a successful candidate will be given five years to acquire this. Completion of this program at the time of application will be considered an asset

***\*Please note candidates from other Canadian provinces will need to obtain the Brevet. Only candidates who possess all the legal qualifications will be considered.***

#### **HOW TO APPLY:**

- Your application letter should outline your vision for a welcoming and effective school community, and explain how your background and expertise will contribute to bringing that vision to life.
- 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 (external candidates only)

#### **SELECTION PROCESS:**

The selection process has multiple phases. Candidates will be asked to participate in a series of activities such as a written exercise, small-group sessions, and an individual interview. References may be contacted at any point throughout the process. Successful candidates will be added to our Administrator Candidate List for future placement; appointments may occur at any time as needs arise. Dates and times will be communicated to selected candidates.

#### **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