



# EMPLOYMENT OPPORTUNITY

## Director General

**A great place to LEARN, WORK and GROW**

**2<sup>nd</sup> Posting: A2324.001**

**Closing Date: October 13, 2023 – 4:00 p.m.**

|                              |   |
|------------------------------|---|
| <b>Place of Work:</b>        | SWLSB Head office, 235, montée Lesage, Rosemère (Québec) J7A 4Y6  |
| <b>Status of Position:</b>   | 100% Full-Time Regular  |
| <b>Salary Scale:</b>         | Class 16 – \$140,044 – \$186,721  |
| <b>Fringe Benefits:</b>      | <ul style="list-style-type: none"> <li>• Thirty (30) to thirty-two (32) days of annual vacation</li> <li>• Special leave days to facilitate work-life balance</li> <li>• Pension plan</li> <li>• Health insurance plan</li> <li>• Employee and family assistance program</li> </ul> |
| <b>Immediate Supervisor:</b> | The Council of Commissioners  |

The Sir Wilfrid Laurier School Board is the third-largest English school board of the Province of Québec. Its territory comprises the administrative regions of Laval, Lanaudière and the Laurentides. We provide services to over 14,000 students in 26 elementary schools, 9 high schools, and 4 adult and vocational education centres, and also provide business training services. In total, we employ approximately 2,800 people and manage roughly \$215 million on an annual basis.

### NATURE OF THE WORK

The position of Director General entails responsibility for the management of all activities, programs and resources of the school board for all administrative units, establishments and fields of activity, as well as the implementation of decisions made by the Council of Commissioners and the Executive Committee, in accordance with the laws and regulations in force. This position includes, in particular, the following responsibilities:

- Supervise the personnel required for the operations of the school board;
- Report to Council and participate, without voting rights, in meetings of the Council of Commissioners and of the Executive Committee;
- Oversee the Advisory Committee on Management;
- Participate in committees of the school board, including the Resource Allocation Committee, the Parents' Committee and the Advisory Committee on Services for Handicapped Students and Students with Social Maladjustments or Learning Difficulties, or designate a representative;
- Take the leadership in the definition of the objectives and policies of the school board;
- Coordinate the implementation of school board policies with the Directors of administrative units in the fields of activity of an educational or administrative nature;
- Provide support and guidance to in-school and centre Administrators and service Directors;
- Oversee services provided by various departments;
- Promote the vision and mission of the school board through leadership and innovation;
- Promote the visibility of the school board;
- Develop partnerships and a vision for success.

### REQUIREMENTS AND QUALIFICATIONS

- Master's degree or undergraduate degree in a relevant field of study certifying a minimum three-year university program, or hold a senior executive or senior staff position, excluding that of manager, in a school service centre.
- Ten years of relevant experience, including at least five years in a senior executive position.



## OTHER CONSIDERATIONS

- Demonstrate a transparent, inclusive and proactive approach to problem solving;
- The ability to work collaboratively with different stakeholders and exhibit strong communication and interpersonal skills;
- Strong judgment and leadership in both managerial and educational matters;
- Expertise and knowledge of the evolution of educational issues in Québec and the legal and financial aspects governing the education milieu, including knowledge of Ministry guidelines and policies;
- Strong oral and written communication in English and in French;
- Ability to successfully work in a fast-paced, high-pressure environment;
- Proven track record of leadership;
- Ability to work seamlessly within each department, including knowledge of integration and special needs.

To view the job description as outlined in the classification plan, [Senior and Senior Executive Staff](#).

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Interested candidates should submit a cover letter and resume to the attention of the “Selection Committee for the position of Director General” to [laude.vanezza@rcgt.com](mailto:laude.vanezza@rcgt.com).

Your application will be dealt with in confidence. Retained candidates will be invited to meet the Selection Committee and may be required to undergo a psychometric evaluation.