

JOB OFFER

ASSISTANT DIRECTOR OF CENTRE CENTRE DE FORMATION CONSTRUC-PLUS VOCATIONAL CENTRE

Job Context

The Centre de services scolaire des Mille-Îles and the Sir Wilfrid Laurier School Board have built and established a joint vocational training centre that offers the following vocational training programs: Commercial and Residential Painting, Plumbing and Heating, Preparing and Finishing Concrete, Welding and Fitting, High-Pressure Welding, Carpentry, General Building Maintenance, Installation and Maintenance of Security Systems, and Construction Business Management. This centre is jointly managed by the Centre de services scolaire des Mille-Îles and the Sir Wilfrid Laurier School Board, in accordance with the agreements concluded between the parties. Administrative and human resource management is assumed by the Centre de services scolaire des Mille-Îles.

Nature of the Work

The position of Assistant Director of Centre consists of assisting the Director, according to the mandate defined by the latter, in the pedagogical, educational, and administrative management of the educational institution.

Duties and Responsibilities

This position typically involves part or all of the following responsibilities and tasks:

- Formulate proposals or collaborate on the formulation of proposals concerning particular training projects, new pedagogical methods, the appropriation of new technologies, standards and procedures for evaluating learning, the selection of textbooks and educational material, and the application of admission requirements;
- Formulate proposals or collaborate, after consultation with relevant personnel, on the formulation of proposals for approval by the governing board, on topics such as the conditions of application of school regulations, the improvement or adaptation of objectives and content indicative of the study programs, the implementation of study programs according to the needs of clientele, the organization of extracurricular activities, the development of means to promote the academic success of students and the operating rules of the centre;
- Participate in the development, implementation, and evaluation of learning support plans with the help of parents, appropriate partners, and the students themselves;
- Propose procedures of institutional evaluation to the Director and participate in the continuous improvement of the centre.

Concerning the Development of New Methods of Organization for Training

- Analyze, agree to, and implement new methods of organization for training, such as work-study programs, individualized instruction, remote teaching, self-directed learning, or any other method of organization that is pertinent to one or another of the programs offered by the centre.

Concerning the Management of Human, Financial, Material, and Informational Resources

- Manage, supervise, and evaluate the personnel and interns under your responsibility, determine their duties and responsibilities by respecting the provisions of the collective agreements or applicable regulations of the Minister, and execute, namely, the following duties:
 - Participate in the hiring and selection of personnel;
 - Ensure management of the replacement of absent personnel, the filling of vacant positions and substitute teaching positions;
 - Apply regulations and standards in connection with health and safety at work;
- Propose to the Director procedures for using surplus as well as the centre's special funds, and see to the administration of the revenue produced by the provision of goods and educational services, other than the ones provided for by school regulations, as well as services for social, cultural or athletic purposes;
- Manage material resources of the activity sector(s) under your responsibility and inform the Director of needs in terms of goods and services; as well as needs concerning the improvement, development, construction, transformation or renovation of the rooms or buildings that have been provided to the centre;
- Participate in the development, implementation, evaluation, and update of information resources;
- Promote dialogue among socio-economic partners, parents, students, the personnel of the centre, and the organizations in the community, and foster their participation in the life of the centre and in students' academic success;
- Propose innovative means in terms of valorization, promotion, and advertising to promote the recruitment of future students.

Concerning the Management of the Centre

- Participate in defining and determining the vision, organizational values, strategic orientations, objectives, and priorities of the centre, notably through explicit instruction;
- Participate in the development of the policies and regulations of the centre and, if necessary, of the school service centre and the school board;
- Replace the Director of the centre in case of absence;
- Assume any other responsibility compatible with your functions, as may be assigned by the Director.

Minimum Qualifications Required

- Hold a bachelor's degree in education sciences or an undergraduate university degree in an appropriate field of studies recognized by a university program of a minimum length of three (3) years, or occupy a position in a school service centre or a school board, with managerial or non-managerial duties, and where minimum qualifications require an undergraduate university degree;
- Having completed, or committing to complete, a graduate-level university program with a minimum of 30 credits in management, relevant to the position of a manager in an educational institution;
- Five (5) years of relevant experience;
- Permanent authorization to teach, issued by the Minister. The absence of permanent authorization to teach may be compensated by five (5) years of training experience in an educational institution or industry deemed relevant by the selection committee.

Practical Skills

- Practical knowledge in the vocational training sector;
- Bilingual, both oral and written.

START DATE

To be determined

STATUS OF POSITION

Full-Time Regular (100%)

INTERVIEW DATE

December 15, 2025

SALARY SCALE

\$87,876 to \$117,164 (Class 6)

IMMEDIATE SUPERVISOR

Josée Brunelle, director

CLOSING DATE

December 10, 2025, at 4:00 p.m.

Anyone interested in this position is asked to submit, in writing, their application, along with their curriculum vitae, before December 10, 2025, at 4:00 p.m., addressed to:
Sylvie Gamache, Executive Assistant, Human Resources Department,
by email at the following address: DSRH-direction@cssmi.qc.ca

Reference: 2526-CA-012

**Only the individuals that meet the criteria above will be considered for an interview.
Selected candidates will have to consent to a psychometric assessment.**

The CSSMI has implemented an Equal Access Employment Program and encourages applications from women, Indigenous people, members of visible and ethnic minorities, and persons with disabilities. Individuals requiring accommodations during the selection process are encouraged to let us know. The masculine form is used to simplify the presentation and the reading of the text.