

## DIRECTOR OF EDUCATIONAL SERVICES POSITION

English School Board

2024-2025 school year



<b>Position:</b>	Director of Educational Services
<b>Place of work:</b>	Board Office - Québec (QC)
<b>Job status:</b>	Regular Full Time (100%)
<b>Starting date:</b>	September 1 <sup>st</sup> , 2024 (transition period possible before this date)
<b>Working conditions &amp; remuneration:</b>	As per the Regulation respecting certain conditions of employment of senior executives of school boards.

The Central Québec School Board (CQSB) offers English-language education in the Capitale-Nationale, Mauricie, Saguenay-Lac St-Jean, Chaudière-Appalache, Chibougamau and Schefferville regions. The CQSB proudly serves an elementary, secondary, adult and vocational education population of approximately 5200 students with a total annual budget exceeding 100 million dollars. The CQSB is recognized provincially as an innovative leader and offers a work environment that is both motivating and enriching.

### KEY RESPONSIBILITIES AND DUTIES

Reporting to the Director General, the Director of Educational Services will:

- Be responsible for planning, organizing, directing, controlling and evaluating the development, the implementation as well as the ongoing improvement for all programs, activities and resources pertaining to educational services, including complementary educational services.
- Contribute to the development of the school board's Strategic Plan, oversee the development as well as the implementation of the Educational Project in each establishment.
- Be responsible for the delivery of quality and efficient educational services offered to establishments.
- Exhibit an in-depth knowledge of the Québec Education Program (QEP) for Elementary, Secondary, Adult and Vocational Education, guide and support establishments accordingly.
- Be a member of the Administrative Council, contribute to the development of yearly goals, objectives, budget, staffing plan and share information related to educational services, programs or activities and any related issues or concerns.
- Provide advice and expertise to the Director General and to all Administrators to promote optimal delivery of educational services toward student success.
- Define yearly objectives and priorities inherent to the service in line with the Strategic Plan of the school board, the orientations of the Ministry as well as provincial and local policies, regulations.
- Lead the Educational Services Team, foster effective teamwork, see to the equitable distribution of roles and responsibilities in the service as well as oversee the efficient and effective day-to-day operations of the service, monitor the performance outcome of staff, as well as providing opportunities for professional development.
- Monitor expenses in educational services as per the approved budget.
- Participate in various provincial and/or local committees and working groups related to educational services.
- Prepare reports and information for the school board and serve as liaison in all matters concerning educational services.

### REQUIRED QUALIFICATIONS:

- Undergraduate degree in a relevant field of study certifying a minimum of three-year university program or hold a senior executive position in a school board.
- Eight years of relevant experience.
- A permanent teaching license issued by the Ministry.
- Exceptional oral, written and reading skills in English and in French.
- Demonstrated leadership skills and the ability to articulate a clear vision toward student success.
- Current and in-depth knowledge of the Québec Education Program for elementary, secondary, adult and vocational education, related laws, regulations as well as awareness of current trends in education.
- Commitment to high professional standards, ethics, discretion, and demonstrate sound judgment.
- Ability to rally people and groups (team mobilization) around a mission and its related challenges as well as work cooperatively with different stakeholders.
- Sound communication and interpersonal skills to respond to numerous sensitive issues and/or situations.
- Proven conflict resolution and problem-solving skills and the ability to think strategically to make clear decisions which are timely and in the best interests of the school board and the students.
- Excellent organizational, management and supervisory skills, namely the ability to set priorities, develop work schedule, monitor progress towards goals, track details, data, information and activities.
- Excellent ability to use various IT platforms and applications, including social media.

All interested candidates are asked to forward their application by April 26<sup>th</sup>, 2024, at 4 p.m.

By email: [hrmanagement@cqsbc.qc.ca](mailto:hrmanagement@cqsbc.qc.ca)

Mention the posting number on the subject line of your email and on your resume.

Interviews will take place on May 3<sup>rd</sup> and 6<sup>th</sup> 2024.

We thank all applicants for their interest in our organization. **Only those selected for interviews will be contacted.** All applications are treated in a confidential manner. We apply equal access to employment, and we encourage women, visible and ethnic minorities, Aboriginal peoples and persons with disabilities to apply. People with disabilities who wish, may be assisted in the preselection and selection process.