



CALL FOR CANDIDATURES

PRINCIPALS

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 Laurentians. It provides preschool, elementary, secondary, adult and vocational education services to over 14,000 students in 35 schools and 5 centres. We are currently seeking applications from educators to serve as the pedagogical and administrative leader in the position of Principal.

REPORTS TO: Director General

DUTIES AND RESPONSIBILITIES:

Under the authority of the General Directorate and in accordance with the policies and practices of the school board and the regulations of the Ministère de l'Éducation et de l'Enseignement supérieur (MEES), the Principal must on a daily basis, make administrative and pedagogical decisions pertaining to the school. The position of Principal entails the responsibility for the management, from both the administrative and pedagogical aspects, of all the programs and resources of a school in order to foster the academic success of all students in accordance with the Education Act and the responsibilities defined by the board.

This position includes, in particular, the following responsibilities:

- Evaluate the needs of the school and define the specific objectives of the school, taking into account legal provisions as well as the orientations, policies and by-laws of the school board and the governing board.
- Assist the governing board in the exercise of its functions and powers, participate in meetings and implement the decisions of the governing board.
- Encourage concerted action between the parents, the students, the school team and all concerned, their participation in the life of the school and their collaboration in fostering academic success.
- Participate in defining the policies and by-laws of the school board as well as ensure their implementation.
- Promote the school.
- Coordinate the development, implementation and evaluation of the educational project.
- Request, approve, refuse proposals or, failing proposals, make decisions and inform the governing board, particularly as regards to local programs of studies, new instructional methods, standards and procedures for the evaluation of student achievement, and the rules governing the placement of students and their promotion from one cycle to the other.
- Prepare, after consulting the staff concerned, proposals to be submitted to the governing board for approval on such matters as: the approach for the implementation of the basic school regulation, the enrichment or adaptation of the objectives and suggested content of the programs of studies, the time allocation for each compulsory or elective subject, student services and special educational services.
- Develop, implement and evaluate individualized education plans for handicapped students or students with social maladjustments or learning disabilities.
- Propose procedures to the governing board for evaluating the school and see to the ongoing improvement of the school.
- Participate in or ensure the recruitment of school staff.
- Define the duties of as well as manage and animate school staff while ensuring its supervision and evaluation.
- Identify needs and organize professional development activities.
- Inform the school board of the requirements of the school as regards to any required equipment or repair of the premises or immovable and ensure the follow-up of the work.
- Purchases apparatus, equipment, movables and immovables and keep an inventory of goods and equipment.
- Prepare, administer and monitor the school budget.
- Develop, implement and evaluate the plan for the integration and use of information and communications technologies.
- Organize and administer the services agreed to, where applicable, between the school board and the governing board.
- Perform any other functions determined by law.
- Perform, at the request of the school board, functions other than the functions of a Principal.

See reverse side for more details.



MINIMUM QUALIFICATIONS:

- Have a permanent Québec Teaching License, issued by the Ministère de l'Éducation et de l'Enseignement supérieur (MEES).
- Possess a graduate university program including a minimum of 30 credits in administration related to a senior staff position in a school or graduate studies including with at least six credits completed.
- Possess a mastery of the English and French languages.
- Eight years of successful experience in a position of school educational leadership.
- Must be proficient in the use of computer technology.
- Must be proficient in change leadership processes.
- Possess deep knowledge of 21st century learning, theories & practices.

CONSIDERED AN ASSET :

- Have demonstrated strong inter-personal skills and the ability to work effectively in a collaborative and consultative team environment.
- Commitment to the implementation of the curriculum reform.
- Recognized as a good teacher.
- Evidence of ongoing professional development.
- Have demonstrated the ability to work effectively under pressure and within time constraints.

The School Board reserves the right to determine whether the admission criteria are met in whole or in part.

STARTING DATE: TBD

SALARY AND WORKING CONDITIONS

To be determined in accordance with the "*Conditions of Management Staff of School Boards*" and policies and practices of the School Board.

Salary range is between \$70,845 and \$115,057.

DOCUMENTS REQUIRED:

- Covering letter and curriculum vitae.
- The name, address, telephone number and title of two references.
- Statement of no more than one (1) page on the role of the Principal of the Sir Wilfrid Laurier School Board in which you identify at least three areas requiring attention and the manner in which you plan to address them.

CLOSING DATE: June 6, 2018 – 4:00 p.m.

APPLY BY EMAIL TO:

Richard Greschner, Director of Human Resources
Sir Wilfrid Laurier School Board
235 Montée Lesage
Rosemere, QC J7A 4Y6
E-mail : rgreschner@swlauriersb.qc.ca

The Sir Wilfrid Laurier School Board has implemented an Equal Access Employment program and encourages applications from women, Aboriginal peoples, members of visible and ethnic minorities, and handicapped persons.

Only those retained for an interview will be contacted.

See reverse side for job description.