



EMPLOYMENT OPPORTUNITY

Vice-Principal

Rosemere High School

A great place to LEARN, WORK and GROW

2nd Posting: A2425.003		Closing Date: October 24, 2024 – 4:00pm	
Place of Work:	Rosemere High School, 530, rue Northcote, Rosemère (Québec) J7A 1Y2		
Status of Position:	100% Full-Time Regular		
Salary Scale:	Class 6 - \$78,600 to \$104,797		
Fringe Benefits	<ul style="list-style-type: none"> • Thirty to thirty-five (30-35) days of annual vacation • Two (2) weeks off during the holiday season • Special leave days for work-life balance • Pension plan • Health insurance plan • Employee and family assistance program 		
Immediate Superior:	School Principal		

As vice-principal, your role will be to assist the principal in the educational and administrative management of the school. In this capacity, you will participate in evaluating the needs and defining the objectives of the school, considering the legal provisions, orientations, policies and bylaws of the school board and governing board. As part of your responsibilities, you will be required to:

- Participate in the development, implementation and continuous updating of the success plan and report on its progress;
- Participate in the development, implementation and evaluation of intervention plans for students with disabilities or learning difficulties, including students at risk;
- Manage, supervise and evaluate staff and trainees, and determine their tasks and responsibilities in accordance with the provisions of the applicable collective agreements or ministerial regulations;
- Participate in the recruitment and selection of staff, and manage vacant positions, supply teachers and the replacement of absent staff;
- Participate in organizing professional development and continuing education activities;
- Apply rules and standards regarding occupational health and safety;
- Assist in the preparation of the school's annual budget;
- Take part in activities promoting the school;
- Replace the school principal when absent;
- Carry out, at the school board's request, functions other than those of vice-principal.

REQUIREMENTS AND QUALIFICATIONS

- Hold a permanent teaching license issued by the Ministère de l'Éducation du Québec (MEQ)
- Have a graduate degree including a minimum of 30 credits in administration or be currently enrolled in a graduate program with a minimum of 6 credits already obtained or in the process of obtaining
- Mastery of the English and French languages
- Five years of successful teaching experience
- Proficiency in the use of information technology
- Proficiency in transformational leadership processes
- In-depth knowledge of 21st century learning theories and practices
- Recognized as a strong teacher
- Ongoing professional development

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

If this position interests you, please submit your cover letter and resume via our [career page](#).

