



## **ASSISTANT DIRECTOR**

### **THE ORGANIZATION**

Villa Maria is a private mixed French and English secondary school founded more than 150 years ago by the Sisters of the Congregation of Notre-Dame. Guided by an innovative and bold strategic plan that allowed for the arrival of boys in 2016, innovative pedagogy and curriculum revision, the school is actively and determinedly developing a leadership position in the education field in Quebec.

Villa Maria's mission is to develop the full potential of its students through a high-quality educational program. This program is offered in a modern educational environment where technology is used to surround, stimulate, and reveal the potential of each of its approximately 1,900 students.

The Villa Maria campus includes a large real estate park located in an exceptional quality environment in the heart of Montreal. For more information on Villa Maria College, please visit <https://www.villamaria.qc.ca/en>. In order to support it in achieving and maintaining its leadership position and reputation for excellence, Villa Maria wishes to fill two Assistant Director positions.

### **KEY ACCOUNTABILITIES**

Reporting to the Director of Educational Services, the Assistant Director is responsible for the supervision of teachers and support staff. He ensures the quality of all activities related to curricula, teaching approaches and the evaluation of learning. He is also responsible for monitoring students' school and disciplinary files. He manages organizational efficiency and ensures the rigour of the processes in place; he is responsible for establishing and managing his budget.

In accordance with the Education Act and in a concerted effort, he supervises the team towards academic success, in collaboration with teachers, parents and the administration. He collaborates in the development of the strategic plan, objectives and policies of the Collège in accordance with legal, institutional and operational requirements. He directs the strategic planning projects entrusted to him and produces the required deliverables on time to the management committees implicated.

The Assistant Director ensures that the stakeholders of the school under his leadership adopt the measures outlined in the strategic planning and practices announced in the college's mission statement; he manages specific curricula at Villa Maria and ensures that teachers take ownership of new pedagogical approaches and learning assessment standards and methods.

### **CHALLENGE**

Building on its long history of excellence in education, Villa Maria aspires to maintain a leadership position among secondary schools in Montreal and Quebec. In a context of organizational transformation, the incumbent of the position will be required to exercise mobilizing leadership to drive and manage change and to bring together the School's two sectors (French and English) for a strong and united school. In accordance with the strategic orientations, the incumbent will be able to offer an innovative and stimulating educational environment that promotes the development of each student in all its dimensions.

## KEY COMPETENCIES

- Bachelor of Education in a relevant discipline.
- Minimum of 6 credits towards a Master's degree in Educational Administration recognized by DSSE, with a commitment to complete the program within five (5) years; or a Bachelor's degree in a relevant discipline combined with an in-depth knowledge of the educational environment and solid management experience may be considered;
- Minimum of five (5) to eight (8) years of experience in a similar position.
- Good understanding of the pedagogical approach of the 1st cycle/2nd cycle.
- Experience required in the school environment at the primary or secondary level.
- Good knowledge of new pedagogical approaches.
- Visionary with an innovative pedagogical approach.
- Excellent personnel management skills, Supportive, collaborative approach and ability to generate commitment.
- Ability to analyze, synthesize and make decisions.
- Organization and rigour in the management of priorities, projects and budgets.
- Mobilizing and influential leadership; excellent interpersonal and communication skills to motivate and work in a team.
- Analytical, critical, and excellent judgement.
- Autonomy, proactivity and creativity.
- Ability to make decisions in a fast-paced and changing environment.
- Ability to work under pressure and independently, to meet tight deadlines and be results-oriented.
- Ability to mobilize, manage change and adapt in a changing environment.
- Mastery of MS Office suite (Word, Excel, PowerPoint, Outlook) and Google applications.
- Knowledge of the Apple environment and its techno-educational applications, as well as Smart tools (Kapp, ENI, digital camera, and Smart Notebook) would be an asset.
- Proficiency in English and French, both written and spoken.

## APPLICATION

If you believe you have the profile we are seeking, please forward your résumé to the attention of Valérie Le Moigne at [vlemoigne@optimumtalent.com](mailto:vlemoigne@optimumtalent.com).

Villa Maria practices employment equity.