

# Join our Team

Commission scolaire  
Lester B. Pearson  
School Board



## Director of Human Resources

Lester B. Pearson School Board

📍 1925 Avenue Brookdale, Dorval, Québec H9P 2Y7

👤 1 Position available

📅 Expires on: February 18, 2025

### JOB DESCRIPTION

Candidates who wish to be considered for appointment to the above position are invited to make their interest known in writing.

Candidates must submit both a résumé and a letter of application explaining why they would be suitable for this position.

#### Nature of the work:

Reporting to the Director General and working in close collaboration with our senior administrative team, the Director of Human Resources will be responsible for the administration and management of all programs and school board policies dealing with human resources management within the Lester B. Pearson School Board.

The chosen candidate will be a proven leader with a knowledge and skill base that will support the evolution of superior HR practices and programs within the Board. As a key member of the HR leadership team, this individual will assume responsibilities for the coordination, supervision, evaluation, research, and development of HR activities.

#### General responsibilities:

- Provide leadership in all matters related to human resources and payroll.
- Be responsible for the development and implementation of Board policies, standards and guidelines concerning matters related to human resources.
- Ensure the application of all collective agreements and the regulations, including the benefits and working conditions contained therein.
- Provide guidance to administrators in matters related to human resources management.
- Assume the responsibility for labour relations, local negotiations and grievance resolution with all unions and associations.
- See the application of policies, regulations, and guidelines concerning recruitment, selection, hiring, staff development, supervision and evaluation of personnel.
- Be responsible for management of the Human Resources department budget.
- Take a lead role in organizing and implementing mental health and wellness initiatives for all groups of personnel while working collaboratively with other departments within the school board.
- Assume any other responsibility compatible with this function which may be assigned by the Director General.
- Carry out, as mandated by the Director General, special projects linked to roles and responsibilities.

#### Qualifications

The chosen candidate will have:

- An undergraduate degree in a relevant field of study certifying a minimum three-year university program or hold a senior executive or senior staff position in a school board for which an undergraduate degree is required under the minimum qualifications.



Expected start date:  
July 1, 2025



Job type:  
1 Year Replacement / Full-time



Work location  
Hybrid



Salary:  
\$101,622.00 - \$142,024.00 CAD  
Yearly

#### Required documents

- ✓ CV
- ✓ Cover Letter

- Eight (8) years of relevant experience.
- A permanent teaching license issued by the Minister is an asset.

**Required competencies:**

- Highly developed skills in the areas of human relations, mediation and conflict resolution.
- Proven track record of demonstrated ability in the areas of leadership, organization, planning, and supervision of staff.
- Experience in a unionized environment.
- Experience in human resources and labour relations.
- Excellent verbal and written communication skills in English and French.
- Have a broad spectrum understanding of the Lester B. Pearson School Board and how the HR Department functions is the key to the accomplishment of the mission of the School Board.
- Knowledge of collective agreements is an asset.
- Have demonstrated strong interpersonal skills and the ability to work effectively in a collaborative and consultative team environment.
- Have demonstrated the ability to use technology effectively for management purposes.
- Have demonstrated an affinity for, and an ability to work effectively with technical and detailed data.
- Have demonstrated to the ability to work effectively under pressure.
- Have the ability to set up processes by which confidential information is handled securely and with discretion.

**BENEFITS**



Personal and sick leave days



Employee Assistance program



Generous vacation periods



Maternity/Paternity plans



A defined contribution pension plan



Life and disability insurance



Professional development opportunities