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NOTICE NO 213

ASSISTANT DIRECTOR, HUMAN RESOURCES

Riverside School Board is seeking to fill the position of Assistant Director of Human Resources as of August 18th, 2025. Interested candidates who meet the qualifications are invited to apply. The selected candidate will work at the offices of the School Board located at 7525 chemin de Chambly, in St. Hubert.

NATURE OF WORK

This is a senior management position within the Human Resources Department. Reporting to the Director of Human Resources and serving as a key member of the Board's senior leadership team, the successful candidate will bring proven leadership experience and a solid foundation in human resources to help advance best practices and innovative programs across the organization. This role involves coordinating, supervising, evaluating, and contributing to the research and development of designated HR functions.

CORE RESPONSIBILITIES

Primary Accountabilities Related to Teacher/Professional Dossiers:

- Supervise, coordinate, and evaluate the work of departmental management, professional, and administrative support staff, particularly in areas such as: personnel management, compensation, attendance and staffing, development, and criminal background checks.
- Administer and interpret collective agreements and participate in local negotiations.
- Develop staffing plans and oversee employee classification.
- Contribute to enhanced recruitment, selection, placement, and onboarding processes.
- Manage employee portfolios on a day-to-day basis.
- Provide professional guidance on HR-related topics, including employee benefits, insurance (including CNESST), pensions, leaves, and maternity benefits.
- Mediate and resolve interpersonal conflicts and provide coaching to staff.
- Manage budget allocations related to staffing.
- Oversee teacher qualifications and performance evaluations.
- Support and lead initiatives related to value-added remuneration.
- Participate in key committees, such as the Health and Safety Committee, Labor Relations Committees, and PIC (Professional Development) Committees.

OTHER RESPONSIBILITIES

- Support the Director of Human Resources in fulfilling departmental mandates and act as their replacement when required.
- Participate in shaping and implementing the department's strategic directions and annual action plans/activities in alignment with the School Board's overall priorities.
- Partner, lead, and support strategic HR initiatives such as workforce planning, recruitment, succession planning, and career development.
- Contribute to the development and implementation of HR policies and programs.
- Act as a subject-matter expert in labor laws, regulations, and collective agreements; analyze and address complex HR issues and provide practical solutions.
- Develop and share HR management tools tailored to other administrative units to ensure consistent support to managers across the School Board.
- Perform other related tasks as assigned by the Director of Human Resources.

QUALIFICATIONS

The ideal candidate will:

- Have at least five (5) years of successful experience in labor relations and human resources and/or a minimum of five years in a senior management role (ideally as an in-school administrator).
- Hold an undergraduate degree in Human Resources, Business Administration, or Industrial Relations, and/or a Master's Degree in Educational Leadership. A Quebec teaching brevet and/or membership in the Ordre des CRHA is considered an asset.
- Exhibit exceptional leadership and interpersonal skills with the ability to work collaboratively with colleagues, union partners, and stakeholders.
- Be fully bilingual (spoken and written) in English and French.
- Demonstrate a strong understanding of the Riverside School Board's mission and how the HR function supports it.
- Demonstrate genuine expertise in conflict resolution, and actively champion equity, diversity, and inclusion to foster a supportive and respectful environment.
- Work well under pressure, lead and inspire teams, and ensure the confidentiality and security of sensitive information.
- Possess strong skills in HR-related software (e.g., Power BI, GPI, GRICS "PAIE et GRH") and data-driven decision-making.
- Demonstrate comfort with complex technical data and detailed information.



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WORKING CONDITIONS

This position is classified as Level 7 (\$ 94 026 to \$125 366) with salary based on experience and qualifications and governed by the *Regulation Respecting the Conditions of Employment of Management Staff of School Boards*.

Interested candidates should submit a letter of application and a curriculum vitae by 4:00 p.m. on Friday, August 8, 2025, by email to direction@rsb.qc.ca

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Riverside School Board encourages applications from women, members of visible and ethnic minorities, Indigenous people, and individuals with disabilities.