








# JOB OFFER

## SCHOOL PRINCIPAL BAIE COMEAU HIGH SCHOOL

**100% Full-time permanent position with teaching duties**

**Posting Number: M24-25-03**

Immediate supervisor: Assistant Director General

	<b>3rd posting</b> Date of Posting: June 3 2025 <b>Deadline application: Until filled</b>
	39 Marquette Avenue Baie-Comeau, Quebec G4Z 1K4
	Monday – Friday
	<b>Management position</b> Annual salary: In accordance with the rate established for school administrators/principals: between \$84,101 and \$112,133 (according to relevant experience).
	Start date: <b>July 2025</b>

Working at the Eastern Shores School Board means being part of an exceptional team. It also means enjoying a friendly, positive atmosphere every day, where all staff members share a single goal: the educational success of all.

### NATURE OF THE WORK

Under the authority of the Assistant Director General, the employment of School Principal requires a candidate with strong administrative, pedagogical, communication and leadership skills who is prepared to undertake management responsibilities for human, financial, material and computer resources.

## MISSION:

AT ESSB, WE CULTIVATE INCLUSIVE LEARNING COMMUNITIES FROM SHORE TO SHORE.

## VISION:

OUR LEARNERS ARE EQUIPPED WITH THE LANGUAGES AND SKILLS TO THRIVE IN OUR MULTICULTURAL COMMUNITIES AND BEYOND.

### Why Choose Us?



- TEAM WORK
- SUPPORT
- OPPORTUNITIES FOR ADVANCEMENT



- HOLIDAYS FOR FAMILY-WORK BALANCE
- MEANINGFUL WORK THAT IMPROVES THE FUTURE OF THE REGION



- COMPETITIVE SALARY
- COMPREHENSIVE BENEFIT PACKAGE
- PENSION BENEFITS

Visit  
[https://www.essb.qc.ca/employment\\_opportunities.html](https://www.essb.qc.ca/employment_opportunities.html)  
for a listing of current job opportunities

INTERESTED CANDIDATES SHOULD FORWARD THEIR CURRICULUM VITAE, TRANSCRIPTS AND DIPLOMAS, INDICATING IN SUBJECT THE POSTING NUMBER TO [JOB.OPPORTUNITY@ESSB.QC.CA](mailto:JOB.OPPORTUNITY@ESSB.QC.CA).

EASTERN SHORES SCHOOL BOARD IS COMMITTED TO EQUAL ACCESS TO EMPLOYMENT AND ENCOURAGES APPLICATIONS FROM WOMEN, ABORIGINAL PEOPLES, VISIBLE MINORITIES, ETHNIC MINORITIES AND PERSONS WITH DISABILITIES. ESSB WILL ONLY CONTACT THE CANDIDATES SELECTED FOR INTERVIEWS.



Given the importance of community involvement to Baie Comeau High School, the candidate must be able to establish very good relations with the surrounding communities it serves in order to cultivate, promote, and maintain a positive, nurturing, supportive and inclusive school culture.

A thorough knowledge of all Quebec educational programs and resources, as well as the capacity to adapt all requirements to meet the needs of multi-age and multi-level classes, is a must.

## CHARACTERISTIC FUNCTIONS

The position of School Principal includes, in particular but not only, the following responsibilities:

- Assess the school's needs and define objectives, taking into account legal provisions as well as the orientations, policies and regulations of the School Board and Governing Board.
- Assist the Governing Board in the exercise of its functions and powers, participates in its meetings and implements its decisions.
- Promote dialogue between parents, students, the school team and other stakeholders and encourage their participation in school life and academic success.
- Participate in the development of school board policies and regulations and ensure their application.
- Promote the school.

The complete related job description can be found in the following document: [Conditions de travail des cadres](#)

## REQUIRED QUALIFICATIONS

We are looking for candidates with the following qualifications:

- Bachelor's degree in Education or an undergraduate degree in a relevant field of study. Candidates who hold a valid teaching license in another province could be considered.
- A graduate university degree with a minimum of 30 credits in school leadership or administration. Candidates enrolled in such a program could be considered if they have completed a minimum of six (6) credits and complete the program within five (5) years.
- Eight (8) years of relevant experience, preferably in both a primary and secondary school setting, including five (5) years teaching experience.

## REQUIRED PERSONAL ATTRIBUTES:

- Resourcefulness, creativity and resilience in maintaining school stability and supporting school initiatives.
- Sensitivity to the individual and collective needs of students and the school community.
- Willingness to travel, when required.

## REQUIRED SKILLS AND COMPETENCIES

- Proactivity, autonomy and ability to work in a team favouring a collaborative climate.
- Knowledge of learning disabilities and behavioral difficulties with the ability to respond particularly to the special needs.
- Attach-based developmental approach with at risk students.
- Sensitive and responsive to the particular cultural and socio-economic needs of the community.
- Ability to have a positive influence on staff and other members of the organization.
- Cultivate, promote and maintain a positive, nurturing, supportive and inclusive school culture.
- Be sensitive to the individual and collective needs of students and the school community.
- Seek personal professional development and growth.
- Evaluate, supervise and promote professional growth of all staff members.
- Commitment to school improvement.
- Ability to plan, organize and manage deadlines.
- Ability to handle multiple files simultaneously.
- Great interpersonal skills along with good communication skills in order to successfully manage staff, student and parents.
- Mobilizing leadership and expertise in change management.
- Political sense and concern for maintaining good relations (partnerships).
- Sense of ethics; Innovation and creativity, including the deployment of high-performance practices.
- Critical, analytical, technological and decision-making skills.
- Bilingualism: Good knowledge of French and English, both written and spoken.

Please be advised that ESSB will only contact candidates selected for an interview.



## REMUNERATION & BENEFITS

Salary is determined according to the *Conditions de travail du personnel d'encadrement des commissions scolaires* with the rate established for school administrators/ and principals: Annual salary varies between \$84,101 and \$112,133, according to relevant experience.

Eastern Shores School Board offers competitive benefits, such as:

- Telemedecine;
- Employee Assistance Program;
- Support;
- Pension benefits;
- Professional development;
- Health and Safety Promotion and Prevention Programs.

## DEADLINE FOR APPLICATION:

Interested candidates must submit their application, including the required documents:  
[job.opportunity@essb.qc.ca](mailto:job.opportunity@essb.qc.ca)

Please be advised that ESSB will only contact candidates selected for an interview.

Eastern Shores School Board is committed to equal access to employment and encourages applications from Women, Aboriginal peoples, visible minorities, ethnic minorities and persons with disabilities