



JOB OFFER






MENTOR AND/OR REPLACEMENT SCHOOL PRINCIPAL

Special Project

Status : Full time - Part time position

Duration : Maximum of three (3) years

Immediate Supervisor: Assistant Director General

	Date of Posting: December 18 2025 Deadline for application: January 6 2026, 4 pm
	Eastern Shores School Board Territory
	Monday – Friday
	Management position Annual salary: In accordance with the rate established for school administrators/principals: between \$94,026 and \$125,366 (according to relevant experience).
	Start date: Immediately

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

The position requires a candidate with strong knowledge in administration, pedagogy, communication, and leadership, who is prepared to share their expertise in the management of human, financial, material, and technical 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
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.

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.



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

Under the supervision of the Assistant Director General, this person will primarily act as a mentor within the framework of a special project aimed at guiding new school leaders by sharing their knowledge, experience, and skills. In addition, this person will assume the duties of school administration on a temporary basis when required. The position includes, but is not limited to, the following responsibilities:

- Contribute to the professional integration of school principals, particularly those at the beginning of their careers.
- Support experienced principals by offering them new challenges.
- Develop the abilities, knowledge, and skills of new school leaders to help them grow effectively.
- Ensure the pedagogical, administrative, and financial management of the school.
- Supervise and support staff in implementing educational orientations.
- Promote a healthy school climate conducive to student success.
- Collaborate with stakeholders and partners involved in the special project.
- Serve as a mentor to the teams engaged in the project.

REQUIRED QUALIFICATIONS

- Education: Specialized Graduate Diploma (DESS) in School Administration or a related field.
- Certification: Valid teaching certificate (Brevet) with significant experience in school management.
- Language Skills: Bilingual proficiency.
- Transportation: Valid driver's license and access to a personal vehicle.
- Mobility: Ability to travel throughout the organization's territory.

REQUIRED SKILLS AND COMPETENCIES

- Demonstrated leadership skills.
- Ability to mobilize and positively influence others.
- Excellent communication skills and expertise in change management.
- Knowledge of regional issues and ability to work collaboratively.
- Strong capacity to plan, organize, and manage deadlines.
- Ability to handle multiple files simultaneously.
- Political acumen and commitment to maintaining strong relationships and partnership

ASSETS

- Experience in mentoring or professional coaching.
- Knowledge of innovative projects in education.
- Ability to manage multiple priorities in a dynamic context.
- Proven expertise in the design, implementation, and monitoring of individualized intervention plans, in collaboration with school teams, parents, and external partners.
- Capacity to analyze student needs, define clear and measurable objectives, and mobilize the necessary resources to promote educational success.
- Mastery of differentiated approaches and intervention strategies adapted to diverse learner profiles.
- Ability to ensure alignment between individualized intervention plans and the school's overall success plan.

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 **\$94,026 and \$125,366**, according to relevant experience.

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



Eastern Shores School Board offers competitive benefits, such as:

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

DEADLINE FOR APPLICATION:

Aptitude and leadership tests may be administered.

Interested candidates must submit their application, including their résumé, diplomas, and transcripts, no later than **January 6, 2026, at 4:00 p.m.** to the following email address: 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 people, visible minorities, ethnic minorities and persons with disabilities.

