



## Algoma District School Board

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CHAIR  
Elaine Johnston

CHIEF EXECUTIVE OFFICER  
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### **INTERNAL/EXTERNAL POSTING**

### **E-MAIL**

**TO:** ELEMENTARY & SECONDARY PERMANENT/CONTRACT AND OCCASIONAL STAFF, PROGRAM AND SPECIAL EDUCATIONAL DEPARTMENTS, VICE PRINCIPALS AND PRINCIPALS, QUALIFIED EXTERNAL CANDIDATES

**CC:** ADMINISTRATIVE COUNCIL

**DATE:** May 20, 2026

**FROM:** Joseph Maurice, Superintendent of Education

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### **JOB POSTING #ES-2026-27 SP\_01\_1.0 Ontario DELF Centre Assistant Manager**

PLEASE POST THE INFORMATION FOR ALL PERMANENT/CONTRACT AND OCCASIONAL ELEMENTARY & SECONDARY TEACHERS, VICE PRINCIPALS, AND PRINCIPALS

Applications are actively invited from current elementary and secondary contract, occasional teaching staff, vice principals and principals in all Algoma District School Board Schools and qualified external candidates for the following position:

## **ASSISTANT MANAGER (1.0 FTE)**

### **ONTARIO DELF CENTRE**

#### **QUALIFICATIONS**

EXPERIENCE AS A DELF CORRECTEUR (MARKER) AND/OR EXAMINATEUR (REQUIRED)

FSL SPECIALIST QUALIFICATIONS (REQUIRED)

**LOCATION:** SAULT STE. MARIE or WORKING REMOTELY THROUGH SECONDMENT WITH CURRENT SCHOOL BOARD

**EFFECTIVE DATE:** SEPTEMBER 2026

The Ontario DELF Centre supports English-language school boards across the province in delivering DELF opportunities to Grade 12 FSL students, promoting bilingualism and internationally recognized language certification. The Ontario DELF Centre is seeking a collaborative and highly organized **Ontario DELF Centre Assistant Manager** to support the provincial delivery of the Diplôme d'études en langue française (DEL F scolaire) program.

This role supports the administration, coordination, and continuous improvement of DELF implementation across participating English-language school boards in Ontario. The successful candidate will work closely with the Ontario DELF Centre Manager, school board DELF Leads, France Education International (FEI), and the French Embassy in Canada.

The position may be fulfilled through one of the following options:

- Direct employment with the Algoma District School Board and working out of Sault Ste. Marie, **or**
- A secondment agreement whereby the successful candidate remains employed by their current board and is released to support the Ontario DELF Centre from their local region in a virtual/remote capacity, with salary reimbursed by the Algoma District School Board.

**Duties will include but are not limited to:**

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**Program Coordination & Administration**

- Support the administration of DELF sessions in alignment with France Education International and French Embassy requirements
- Assist with registration, including student enrollment, documentation, and data entry into DELF systems (i.e. Excel, Google drive, GAEL, FEI Pro, FEI Plus)
- Provide support for up to three annual DELF examination sessions
- Manage communications related to registrations, attestations, corrections, invoices, and duplicate documentation (e.g., reprints)
- Ensure compliance with DELF policies (e.g., logo use, procedural guidelines, documentation standards)

**Stakeholder Liaison & Communication**

- Serve as a key point of contact for school board DELF Leads
- Liaise with France Education International, the French Embassy, and Ontario DELF Centres
- Respond to inquiries and troubleshoot issues related to DELF administration
- Support coordination of provincial meetings and annual DELF committee engagement

**Professional Learning & Capacity Building**

- Support the planning and delivery of professional learning for educators and DELF trainers
- Assist with training sessions for examiners, correctors, and board teams
- Contribute to provincial and regional networking opportunities for DELF trainers
- Help build capacity across Ontario regions and sustain a strong DELF professional learning model

**Data Management, Reporting & Analysis**

- Input and manage student achievement data and results
- Support data collection from boards, including student demographics and outcomes; educator participation and training; Board processes, successes, and challenges
- Assist in analyzing trends, identifying anomalies, and preparing provincial summaries and reports
- Contribute to reporting requirements tied to Ministry-funded project outcomes

***Carry out other duties, as assigned.***

**Qualifications & Experience**

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- Ontario Certified Teacher (OCT) in good standing
- Demonstrated expertise in French as a Second Language (FSL) programming
- Strong knowledge of the Common European Framework of Reference for Languages (CEFR)
- Experience as a DELF correcteur (marker) and/or examinateur (required); Experience as a DELF formateur (trainer), including delivering training or supporting certification/ recertification (asset)
- PQP qualifications an asset

**Skills & Competencies**

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- Proven ability to manage multiple projects, timelines, and stakeholder relationships
- Strong bilingual communication skills (French and English, spoken and written)
- Experience facilitating professional learning and adult education
- Exceptional organizational and project management skills
- Strong attention to detail and data accuracy
- Effective interpersonal and communication skills
- Problem-solving and responsiveness in a high-volume environment
- Ability to work collaboratively across regions and organizations
- Commitment to equity, inclusion, and student success

This position supports the operation of the virtual Ontario DELF Centre, with occasional travel requirements to Toronto for sessions. Further, if the successful candidate works virtually/remotely from a location outside of Sault Ste. Marie through a secondment arrangement, they will be required to travel for in person meetings in Sault Ste. Marie with the Ontario DELF Centre Manager three times throughout the year where accommodations, travel and meals will be reimbursed as per Algoma District School Board Policy.

## Application Process

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Interested candidates are invited to submit:

- A **cover letter** outlining interest and relevant experience. Please indicate clearly whether you are applying for: direct employment with the Algoma District School Board in Sault Ste. Marie, or a secondment opportunity (including confirmation of support from your current school board, if applicable).
- A **current résumé (CV)**
- Your **Ontario College of Teachers Certificate of Qualification**

- 1) **All internal applicants** are required to complete a [Special Posting Application \(Form S\)](#) and submit by June 2, 2026 at 2:00 p.m.

[Click here](#) to access the application form <https://hrplink.adsb.on.ca/Ess/FormsOnline>

*Please download a PDF version of your OCT prior to completing the Special Posting Application Form. You will be required to upload a copy of your Ontario College of Teachers Certificate of Qualification during the Special Posting Application process.*

- 2) **All external applicants** will apply through [Apply to Education](#) and upload **only the required documents listed above** (cover letter, current résumé (CV), and OCT).

For further information, please contact Marcy Bell, Superintendent of Education ([bellm@adsb.on.ca](mailto:bellm@adsb.on.ca)).

Applications will be accepted from qualified candidates **until 2:00 p.m. June 2, 2026.**

### **A performance task and/or interview may be required.**

A shortlisting of applicants for consideration will be completed employing the Algoma District School Board [Hiring Policy](#). Should there be a need for interviews, only shortlisted candidates will be contacted. Accommodations through the recruitment and selection process are available upon request.

The Algoma District School Board is committed to an equitable education system that upholds and reflects the principles of fair and inclusive education. Additional information about specific Elementary & Secondary Schools and Programs, and Vision, Mission, Values and Priorities of the Algoma District School Board can be found at [www.adsb.on.ca](http://www.adsb.on.ca).

As an inclusive employer, the Algoma District School Board seeks to recognize candidates' worked and lived experiences. Accordingly, the Board invites candidates for this posting to complete a [Voluntary Self-Identification Questionnaire](#) and submit it with their application to the posting. Completion and submission of the Questionnaire is voluntary and is not a requirement of employment.

For compensation information, please refer to the collective agreement via the following link. [Collective Agreements](#)

### ***“Confident Learners, Caring Citizens”***

CC. Administrative Council  
Shelly Predum, President ETFO  
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