

PLEASE POST

COORDINATOR OF ADULT EDUCATION AND VOCATIONAL TRAINING SERVICES Eastern Townships School Board

The position of coordinator of adult education and vocational education services entails the performance of duties required for the coordination, supervision, evaluation, research and development of one or more programs and activities pertaining to the management of adult education and vocational education services of the school board.

The position includes, in particular, responsibility for the coordination of one or more programs and activities pertaining to the programs of study and teaching methods, evaluation and measurement of student achievement as well as services to businesses and organizations.

The position consists in providing, within the incumbent's field of competence, advice and expertise to the administrators of the school board so as to promote the optimal management of adult education and vocational education services.

In general, this position includes the following responsibilities:

- ◆ Participate in developing the objectives and strategies of the school board dealing with adult education and vocational education services for which the incumbent is responsible and, where applicable, collaborate with other staff members in determining the annual action plan.
- ◆ Participate in preparing and coordinating the development, implementation and application of programs of study, teaching means, methods and techniques as well as the inherent evaluation and control measures.
- ◆ Contribute to the development of the policy concerning the evaluation of student achievement and establish the standards and procedures.
- ◆ Participate in the distribution of teaching staff and other staff as well as programs of study and other services offered by the various centres of the school board.
- ◆ Assume the responsibilities assigned to him or her as regards the basic school regulations, the programs of study and the procedures for the certification of studies.
- ◆ Participate in developing policies concerning the organization of adult education and vocational education services.
- ◆ Contribute to the development, application and evaluation of the regulation respecting student admission and enrolment.
- ◆ Contribute to the promotion of adult education and vocational education services, the development of the market as well as the preparation of proposals for the provision of services.
- ◆ Participate in developing and consolidating partnerships with the organizations concerned.
- ◆ Coordinate the activities pertaining to the admission and enrolment of students, the follow-up of the declarations of student enrolment and the forwarding of school marks to the MELS.
- ◆ Participate, where applicable, in negotiating and concluding partnership agreements with, among others, Emploi Québec, local development agencies and private enterprise.
- ◆ Coordinate the programs and activities of the school board dealing with services provided to businesses and organizations.
- ◆ Coordinate the creation, implementation and improvement of management tools for adult education and vocational education services adapted to the needs of the institutions.
- ◆ Assist, if necessary, the administrators of the institutions and administrative units of the school board.
- ◆ Support, as required, the administrators of the school board by providing them with pertinent information.

Overall management of the administrative unit:

- ◆ Participate in defining and developing strategies, objectives and priorities.
- ◆ Participate in developing and updating policies and by-laws.
- ◆ Collaborate with other staff members in preparing the staffing plan and in allocating the budget.
- ◆ Ensure the review and rationalization of administrative practices designed to facilitate the management of the resources in his or her sector.
- ◆ Represent, upon request, the school board or the administrative unit in matters related to his or her sector of activity.

Management of human, financial, material and information resources of his or her sector or sectors of activity:

- ◆ Participate in preparing the staffing plan.
- ◆ Participate in selecting staff.
- ◆ Supervise and evaluate the staff under his or her responsibility.
- ◆ Participate in developing a professional improvement and training plan for the staff of the administrative unit or sector of activity.
- ◆ Prepare and monitor the budget for his or her sector of activity.

- ◆ Ensure the availability, functioning and proper use of equipment and materials.
- ◆ Participate in developing and updating information resources.
- ◆ Assume any other responsibility compatible with his or her function that may be assigned to him or her by the immediate superior.

Qualifications:

- ◆ 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
- ◆ A permanent teaching licence
- ◆ Five years of relevant experience
- ◆ Fluently bilingual (both oral and written)
- ◆ Excellent communication skills
- ◆ Leadership qualities
- ◆ Excellent technological skills

Place of Work: Central Board Office, Magog, QC
Starting Date: As soon as possible
Salary: As per the conditions of employment of senior staff of school boards (Class 6: \$62 884 - \$83 845)

Please submit your curriculum vitae before October 27, 2011 to:

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