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ASSISTANT CENTER DIRECTOR VOCATIONAL TRAINING CAMPUS DE BROME-MISSISQUOI

In the spirit of the partnership agreement between the Eastern Townships School Board and the *Commission scolaire Val-des-Cerfs* for Vocational Training, located in Cowansville, the school boards are seeking candidates with the required qualifications for the position of Assistant Centre Director, Campus Brome-Missisquoi in Cowansville for September 2018.

NATURE OF THE WORK

The position of Assistant Director, Vocational Training consists of assisting the Centre Director in the management from an educational, pedagogical and administration nature to foster the educational success of all students in accordance with the policies of the school boards.

The position includes the following responsibilities:

- Participate in the development, implementation and evaluation of the action plan for the centre.
- Coordinate, supervise, or collaborate in the centre's activities, programs or services in different sectors of activity such as human resources, financial, material, information technologies and communication, welcoming and referral services, services provided to businesses, relations with employment and potential employability and part-time studies in the evening.
- Assume any other responsibilities assigned by his or her immediate superior.
- Replace the Centre Director in the case of absence of a short nature.

PROFILE

- Strong verbal and written skill. Excellent English and French skills, both spoken and written : Bilingualism is essential;
- Ability to handle issues from a problem-solving and customer satisfaction perspective while ensuring respect, better knowledge and understanding of different management procedures;
- Rapidly adapt to diverse situations, either responding rapidly and precisely and others requiring deeper reflection;
- A deep sense of ethics;
- Ability to make decisions;
- Demonstrate loyalty.

REQUIREMENTS

- Bachelor's degree in education or an 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 for which an undergraduate degree is required under the minimum qualifications;
- Five years of relevant experience;
- A permanent teaching licence issued by the Minister;
- A graduate university program including a minimum of 30 credits in administration related to a senior staff position in a school or centre or a commitment to complete a university program of 30 credits (A minimum of 6 credits must have been acquired prior to the first appointment to a senior staff position in a school or centre and the remaining credits must be acquired during the five years following such employment).

In exceptional cases, the school board may refer a candidate who has not accumulated six credits in administration to a selection committee.

Notwithstanding the aforementioned provisions, a senior staff member who holds, on September 1, 2001, a senior staff position in a school or centre is deemed to meet the requirements for that position.

Note: we reserve the right to administer psychometric tests to candidates.

WORKING CONDITIONS

This management position is an Assistant Director of Vocational Training, class 5. Working conditions are defined in the *Règlement déterminant certaines conditions de travail des cadres des commissions scolaires et du Comité de gestion de la taxe scolaire de l'Île de Montréal*.

APPLICATION

Interested candidates should send their application accompanied with their curriculum vitae, by September 7, 2018, noon, to the following:

Jeffrey Pauw
Director, Human Resources
Eastern Townships School Board
340 Saint Jean Bosco
Magog (Qc) J1X 1K9
email: pauwj@etsb.qc.ca

Note: Interviews will occur in mid-August

WE THANK ALL CANDIDATES FOR THEIR INTEREST IN ADVANCE. ONLY SELECTED CANDIDATES WILL BE CONTACTED FOR AN INTERVIEW.

In accordance with our Equal Access to Employment Program, the school boards invite women, indigenous, handicapped persons and members of visible minorities to present their candidacies.