

PLEASE POST

The Eastern Townships School Board
is seeking candidates for the following **TEMPORARY** administrative position

ADMINISTRATION OFFICER

The position of administration officer entails the performance of the management duties pertaining to the technical and administrative activities required for the operation of one or more programs or activities within an administrative unit.

The position includes, in particular, the performance of management duties pertaining to the technical and administrative activities required for the preparation of budgets, budget follow-up, compilation of statistics, supply services, and the preparation of various documents.

The position consists in providing, within the incumbent's field of competence, advice to administrators of the school board to promote the optimal management of programs or activities under his or her responsibility.

Using the appropriate software (GPI, etc), he or she monitors and supports analyses, extractions and specific operations as well as prepares reports aimed at monitoring or complying with the procedure prescribed for matters, such as management of student enrolment, preparation of report cards and certification of studies, financing, accounting, budget, oversize classes, student permanent codes, student absences, substitution, school transportation, failures and various lists or reports to be forwarded, in particular, to the Ministère. He or she verifies student records.

He or she provides training and offers the required support in matters pertaining to the school organization procedures and use of various software to those involved in these operations. He or she may be required to respond to information requests from fellow staff in the school, the school board or parents.

He or she may be required to train less experienced technicians as well as coordinate the work of support staff in performing duties related to the implementation of programs involving technical operations for which he or she is responsible.

In general, this position includes the following responsibilities:

- Contribute, upon request, to the consultative process for developing the objectives and strategies of the school board dealing with the administrative unit to which the incumbent belongs and, where applicable, collaborate with other staff members in determining the annual action plan.
- Participate, upon request, in developing and updating the administrative policies, systems, standards and procedures related to his or her sector of activity and ensure that they are applied.
- Ensure the planning, organization and execution of various technical and administrative activities in his or her sector of activity.
- Participate in determining the work priorities.
- Ensure the planning and organization of various administrative and technical activities according to the priorities and schedules established.
- Carry out or supervise the execution of activities for which he or she is responsible.
- Control the quality of the various operations.
- Ensure that the requirements regarding materials and equipment for his or her sector, where applicable, are met.
- Prepare and circulate reports, documents and statistics relating to his or her sector of activity.
- Collaborate, upon request, in creating management tools adapted to the needs of the institutions and other administrative units.
- Support, as required, the administrators of the school board by providing them with pertinent information.
- Assist, if necessary, the administrators of the institutions and the administrative units of the school board.
- Management of human, financial, material and information resources of his or her sector of activity
- Participate, upon request, in selecting staff.
- Manage, where applicable, the work schedules.

- Manage and evaluate the staff under his or her responsibility.
- Report the training needs of the staff under his or her responsibility.
- Manage, where applicable, the operating budget assigned.
- Ensure the availability, functioning and proper use of equipment and materials.
- Maintain effective communications with other sectors, administrative units and institutions.
- Ensure, in his or her sector of activity, that the administrative practices in effect at the school board are applied.
- Represent, upon request, the administrative unit in matters related to his or her sector of activity.
- Assume any other responsibility compatible with his or her function that may be assigned to him or her by the immediate superior.

QUALIFICATIONS

- Diploma of college studies in a relevant field of study.
- Four years of relevant experience.
- Bilingual (both written and spoken)
- Excellent interpersonal/communication skills
- Excellent technological skills
- Evidence of leadership qualities
- Experience in working in collaborative, problem-solving teams

DURATION OF ASSIGNMENT

The position has a minimum duration of 2 years.

IMMEDIATE SUPERVISOR: Director, Pedagogical Services

PLACE OF WORK

ETSB Board Office – Magog

Travel to schools and centres will be required.

REMUNERATION

In accordance with the provisions of the “Regulation Respecting the Conditions of Employment of Management Staff of School Boards” adopted by the Order of the Minister of Education (Class 2)

Applications with curriculum vitae should be forwarded by 16h00 on November 10, 2017 to:

JEFFREY PAUW

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 Eastern Townships School Board
 340 Saint Jean-Bosco
 Magog, QC J1X 1K9
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We appreciate your interest. Only selected candidates will be contacted.

The Eastern Townships School Board is an equal opportunity employer