

PLEASE POST

ASSISTANT DIRECTOR OF EDUCATIONAL SERVICES (PEDAGOGICAL SERVICES, INSTRUCTIONAL TECHNOLOGY AND COMPLEMENTARY SERVICES)

Eastern Townships School Board

Under the authority of the Director of Instructional Technology and Pedagogical Services, the position of Assistant Director of Educational Services entails overseeing one or more programs and activities related to pedagogical services, instructional technology, and complementary services. This position includes the performance of management duties (planning, organization, supervision, control and evaluation) and consists of 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 educational services.

THIS POSITION REQUIRES, IN PARTICULAR, THAT THE INCUMBENT ASSUME THE FOLLOWING RESPONSIBILITIES:

- ◆ Participate in developing the objectives and strategies of the school board dealing with educational services for which the incumbent is responsible and, where applicable, monitoring the implementation of the ETSB Commitment to Success Plan and its pillars;
- ◆ Coordinate dossiers, activities, programs or resources related to Pedagogical Services, Informational Technology and/or Complementary Services;
- ◆ Participate in formulating school board policies/guidelines for the programs the incumbent oversees;
- ◆ Assess results of the implementation of programs/resources/initiatives under the incumbent's responsibility, and plan for appropriate strategies towards experimentation and innovation to raise student achievement;
- ◆ Coordinate activities related to the implementation and update of the curriculum at both the elementary and secondary levels;
- ◆ Assume the responsibilities assigned to him or her as regards the compliance with the basic school regulations, the programs of study and the procedures for the certification of studies;
- ◆ Develop and promote consultation and cooperation measures to enhance joint services provided by pedagogical and complementary services personnel and departments;
- ◆ Coordinate and supervise pedagogical activities, projects and programs which are part of the school board's initiatives;
- ◆ Replace and represent the Director of Instructional Technology and Pedagogical Services and/or the Director of Complementary Service, upon request, in matters related to the departments.

OVERALL MANAGEMENT OF THE ADMINISTRATIVE UNIT:

- ◆ Participate in and chair meetings of the principals' and professionals, as requested;
- ◆ Represent the school board locally and provincially in matters related to his or her sector of activity;
- ◆ Participate in developing a professional improvement and training plan for personnel in the pedagogical and complementary services departments;
- ◆ Contribute to the review of administrative practices designed to facilitate the management of resources in his or her sector;
- ◆ Assume any other responsibilities compatible with the function that may be assigned to him or her by the immediate supervisor, including dossiers in pedagogical services, informational technology or complementary services.

QUALIFICATIONS:

- ◆ A permanent teaching license
- ◆ Six years of relevant experience in the educational field

OTHER REQUIREMENTS:

- ◆ Excellent communication and interpersonal skills
- ◆ Mastery of the English and French languages (oral and written)
- ◆ Ability to work effectively in a collaborative, problem solving team environment
- ◆ Excellent leadership qualities
- ◆ Evidence of pedagogical leadership in his/her current setting
- ◆ Have sound knowledge of the foundation of the curriculum and knowledge of the *“Régime Pédagogique”*
- ◆ Evidence of high level of competence in technology integration
- ◆ Ability to work effectively under pressure and within time constraints
- ◆ Evidence of ongoing professional development

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 7)

Please submit your curriculum vitae before 14:00 p.m., **January 31, 2019** to:

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EQUAL OPPORTUNITY FOR ALL