

## **PLEASE POST**

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

### **CENTRE DIRECTOR ADULT EDUCATION – New Horizons Sherbrooke**

The position of director of an adult education centre entails responsibility for the management, from both the administrative and pedagogical aspects, of all the programs and resources of an adult education centre in order to foster the educational success of all students in accordance with the Education Act and the responsibilities defined by the school board.

#### **THIS POSITION INCLUDES THE FOLLOWING RESPONSIBILITIES:**

- assess the needs and define the specific objectives of the centre, taking into account the legal provisions as well as the objectives, policies and by-laws of the school board and the governing board;
- assist the governing board in the exercise of its functions and powers, participate in meetings and implement the decisions of the governing board;
- encourage concerted action between the students, the centre staff and other stakeholders, as well as their participation in the life of the centre and collaboration in fostering educational success;
- participate in defining the policies and by-laws of the school board as well as ensure their implementation, which includes the ETSB Commitment to Success Plan and its pillars;
- promote adult education services.

#### **INSTRUCTIONAL AND EDUCATIONAL MATTERS**

- coordinate the development, implementation and evaluation of the policies and action plan of the centre;
- make decisions concerning local programs of studies, new instructional methods, standards and procedures for the evaluation of student achievement, the determination of prerequisites, the placement tests and the rules governing promotion from one cycle to the other;
- prepare, after consulting the staff concerned, proposals to be submitted to the governing board for approval on such matters as: the approach for the implementation of the basic school regulation, the enrichment or adaptation of the objectives and suggested content of the programs studies, the time allocation for each compulsory or elective subject, the implementation of programs of studies based on student needs, student services and popular education services;
- formulate and implement strategies for the development or implementation of self-financed training activities;
- devise a development plan for the centre and ensure its implementation and evaluation;
- propose procedures to the governing board for evaluating the centre and see to the ongoing improvement of the centre.

#### **MANAGEMENT OF HUMAN, MATERIAL AND FINANCIAL RESOURCES**

- participate in the recruitment of centre staff;
- define the duties performed, as well as manage and motivate the centre staff, while ensuring its supervision and evaluation;
- identify needs and organize professional development activities;
- inform the school board of the requirements of the centre related to the physical layout or repair of its premises or buildings and ensure follow-up on the work;
- purchase apparatus, equipment, movables and immovables and keep an inventory of assets, equipment and tooling;
- prepare, administer and monitor the centre budget;
- collect service fees billed by the centre to the businesses, organizations and ministries concerned.

#### **INFORMATION AND COMMUNICATIONS TECHNOLOGIES**

- develop, implement and evaluate the plan for the integration and use of information and communications technologies.

## **SERVICES PROVIDED TO BUSINESSES AND RELATIONS WITH EMPLOYMENT AND POTENTIAL EMPLOYABILITY DEVELOPMENT AGENCIES**

- negotiate and enter into agreements for services or training activities with businesses, organizations, ministries or school boards.

## **OTHER MATTERS**

- perform any other duties determined by law.
- perform, at the request of the school board, duties other than the duties of a director of an adult education centre.

## **MANAGEMENT OF THE SCHOOL BOARD**

- participate in defining and determining the vision, organizational values, strategies, objectives and priorities.
- participate in defining the policies and by-laws of the school board.
- exercise the functions and powers delegated by the Council of Commissioners.
- take part in the preparation of the staffing plan and the budget distribution.
- assume any other responsibility compatible with the position that may be assigned by his or her immediate superior.

## **QUALIFICATIONS/OTHER REQUIREMENTS**

- first Cycle University Degree in Education, Administration or equivalent
- teaching license or equivalent
- five years pertinent experience in Education and/or Administration
- excellent leadership abilities and interpersonal skills
- strong ability to deal holistically with students and staff, and knowledge of andragogy
- ability to work effectively in a collaborative, problem solving team environment
- evidence of ongoing professional development
- fluently bilingual

**PLACE OF WORK:** New Horizons Adult Education Centre - Sherbrooke

**STARTING DATE:** August 2018

## **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 7).

Applications with curriculum vitae should be forwarded by 16h00 (EST) on July 25, 2018 to:

Jeffrey Pauw  
Director of Human Resources  
Eastern Townships School Board  
340 Saint Jean Bosco Magog, QC J1X 1K9  
[pauwj@etsb.qc.ca](mailto:pauwj@etsb.qc.ca)

***Equal opportunity for all***

*Only those retained for an interview will be contacted*