

The **Eastern Townships School Board** is inviting candidates
for the following administrative vacancy

**COORDINATOR - Distance Education
Board Office, Magog**

NATURE OF WORK

The principal and customary work of the coordinator entails responsibility for the management of the technical and administrative activities pertaining to the human, financial, material, information and technical resources of the Distance Education Program.

RESPONSIBILITIES

The employee participates in formulating the objectives, programs and budget priorities of the department. The employee also participates in assessing the needs of the department in human, financial, material information and technical resources. The employee will participate in the development of online services.

The employee defines internal procedures and regulations and ensures the review and rationalization of administrative practices.

He/she collaborates with other staff members in creating human, financial material, information and technical resources management tools required for the smooth operation of the service.

The employee participates in the selection, supervision, training and evaluation of the staff under his/her responsibility.

He or she participates in developing and implementing methods of disseminating information within or outside the centre and participates in the installation of education-related computer systems.

The employee ensures the management from the administrative standpoint, of activities related to services and also plans and organizes the administrative operations conducted at the beginning and end of the school year.

Other Responsibilities

The employee represents the institution in matters related to his or her expertise.

The employee assumes any other responsibility compatible with his or her function that may be assigned to him or her by the immediate supervisor.

EDUCATION REQUIREMENTS

Preference will be given to candidates with a Bachelors Degree in a relevant field of study and have five (5) years of relevant experience.

Specific Requirements

- Fluently bilingual, written and spoken
- Solid pedagogical background
- Excellent computer skills
- Very strong inter-personal and team building and networking skills
- Multi-tasked oriented
- Experience in Marketing would be an asset
- Knowledge of JADE-TOSCA (GRICS) systems would be a definite asset
- This position requires frequent traveling

SUPERVISOR: Director of Continuing Education
STARTING DATE: As soon as possible
SALARY: As per the Regulation Respecting Certain Conditions of Employment of Senior Staff of School Boards (Class 5)

Applications should be submitted, in writing, by 4:00 p.m. on October 16, 2018, to:

JEFFREY PAUW
pauwj@etsb.qc.ca

Director, Human Resources
Eastern Townships School Board
340 Saint Jean Bosco
Magog, QC J1X 1K9

Equal opportunity for all