

DIRECTOR
COMPLEMENTARY EDUCATIONAL SERVICES
Eastern Townships School Board

Under the supervision of the Director General and in direct collaboration with the Director of Educational Services, the position of Director of Complementary Educational Services entails the performance of duties required for the planning, supervision, evaluation, research and development of one or more programs and activities related to complementary and special education services.

The position 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 special education and complementary services.

The position includes: responsibility for the planning of one or more programs and activities related to complementary educational services, special education services, guidance, psychology, psychoeducational, social and health services.

The position includes the following responsibilities in Complementary Educational Services:

- Participate in developing the objectives and strategies of the school board dealing with the areas of special education for which the incumbent is responsible and, where applicable, collaborate with other staff members in determining the annual action plan.
- Oversee, monitor and evaluate the staff under the incumbent's immediate responsibility.
- Participate in developing and implementing the objectives and policies concerning special education.
- Contribute to the development of programs for students with special needs in collaboration with the student services team and the administrative team.
- Oversee the management of operations related to the placement of students who require special educational services.
- Define and supervise the activities related to complementary services.
- Provide support to resource teachers in terms of district-wide meetings and professional development activities.
- Participate, where applicable, in the management of MELS-MSSS agreements and specific mandates assigned within or outside the region.
- To participate in the preparation of validations and submissions for grants and allocations.
- Liaise with government and para-government organizations to ensure that services can be provided for in the most efficient fashion
- Contribute to the creation, implementation and improvement of management tools for complementary services intended for schools.
- Participate in planning and coordinating the development, implementation and application of instructional programs, means and approaches and teaching methods for special needs students.
- Ensure, with the collaboration with school administrators, the development of IEPs for students with special needs.
- Participate in and provide leadership to SEAC in its efforts to ensure quality services to students who are at risk or who have special needs.

In general, overall responsibilities include:

- Participate in defining and developing strategies, objectives and priorities.
- Participate in the meetings of the principals and management tables.
- Contribute to the review of administrative practices designed to facilitate the management of resources in his or her sector.
- Represent, upon request, the school board in matters related to his or her sector of activity.
- Participate in developing a professional improvement and training plan.
- Assist in preparation and monitoring of the budget for his or her sector of activity.
- Participate in developing and updating information resources.
- Assume any other responsibility compatible with his or her function that may be assigned to him or her by the immediate supervisor.

Qualifications:

- A permanent teaching license
- Fluently bilingual (both oral and written)
- Special Education qualifications (certificate, Masters or graduate courses or equivalent)
- Excellent communication skills
- Leadership qualities
- Excellent technological skills

Place of Work: Central Board Office, Magog, QC

Starting Date: To be Determined

Salary: **Class 8** (as per the conditions of employment of management staff of school boards)

Please submit your curriculum vitae before **November 16, 2018** to:

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EQUAL OPPORTUNITY FOR ALL