

PLEASE POST

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

DIRECTOR OF INSTRUCTIONAL TECHNOLOGY AND PEDAGOGICAL SERVICES

The position of Director of Instructional Technology and Pedagogical Services entails responsibility for all the programs and activities pertaining to the management of pedagogical services and Information and Technology of the school board.

The position includes, in particular, responsibility for all the programs and activities pertaining to teaching methods and programs, programs of study as well as measurement and evaluation of student achievement.

The position consists in playing a key role in providing advice and expertise to the Director General and to all the administrators of the school board to promote the optimal management of educational resources.

The position requires representation of our School Board on local, regional and provincial committees.

THIS POSITION INCLUDES, IN PARTICULAR, THE FOLLOWING RESPONSIBILITIES:

- Develop the objectives and strategies of the school board dealing with pedagogical and instructional technology services for which the incumbent is responsible and, where applicable, determine the annual action plan.
- Assume the responsibility for implementation of the Quebec Educational Program, continued implementation of the Enhanced Learning Strategy, Language Initiative, Professional Learning Communities, and the Early Intervention Program.
- Determine the standards and procedures for the evaluation of student achievement and prepare internal examinations in selected subjects.
- Oversee the integration of technology in all subject areas, with a particular focus on literacy and numeracy.
- Participate in the distribution of the teaching staff, other staff and the student population among the various schools of the school board.
- Ensure that policies concerning student forecasts, timetables, formation of groups, enrolment, placement and promotion of students are developed.
- Oversee the activities related to the implementation and update of the curriculum.
- Ensure compliance with the basic school regulations, the programs of study and the procedures for the certification of studies.
- Devise the policy pertaining to the evaluation of students and the specific examinations of the school board.
- Propose and determine the rules governing the placement of students and their promotion from elementary to secondary school and from Cycle One to Cycle Two of the secondary level.
- Determine the policies concerning school organization and assume the responsibility for the development, application and evaluation of the regulation respecting student admission and enrolment.
- Ensure the implementation of professional development activities for instructional personnel including professionals and administrators.
- Ensure that school marks are forwarded to the MEES.
- Collaborate with other staff members, upon request, in developing the educational projects of the schools.
- Support the administrators of the school board by ensuring that pertinent information is provided to them.
- Intervene, if necessary, with the schools of the School Board in order to assess problem situations and to find appropriate solutions.

INSTRUCTIONAL TECHNOLOGY SERVICES

- Responsible for all the programs and activities pertaining to development plan and operation of computerized systems, functioning and maintenance of computers, service agreements, information technologies, office automation, networking and telecommunications.
- Support technology integration within all subject areas.
- Plan and coordinate professional development activities for staff.

OVERALL MANAGEMENT OF THE SCHOOL BOARD:

- Participate in defining and developing the vision, organizational values, strategies, objectives and priorities.
- Participate in developing and updating policies and by-laws and ensure that they are applied.
- Collaborate with other staff members in preparing the staffing plan and in allocating the budget.
- Represent the school board in instructional technology and pedagogical services matters.

MANAGEMENT OF HUMAN, FINANCIAL, MATERIAL AND INFORMATION RESOURCES OF HIS/HER ADMINISTRATIVE UNIT:

- Formulate recommendations concerning the staffing plan.
- Select or participate in selecting staff.
- Determine the duties; manage and animate staff while ensuring its supervision and evaluation.
- Develop a professional improvement and training plan for the administrative and teaching staff of the School Board.
- Ensure that information is circulated.
- Prepare, administer and monitor the budget of the ICT and pedagogical services department.
- Identify the needs and priorities in supplies, equipment and materials as well as ensure proper inventory control.
- Ensure that information resources are developed, applied and updated.
- Assume any other responsibility compatible with his/her function that may be assigned to him/her by the Director General.

QUALIFICATIONS

Undergraduate degree in a relevant field of study certifying a minimum three-year university program or hold a senior executive or senior staff position

Five years of experience as a school or centre administrator

Permanent Teaching License

OTHER REQUIREMENTS

Excellent communication and interpersonal skills

Mastery of the English and French language (oral and written)

Excellent leadership abilities and 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 learning

STARTING DATE: As soon as possible.

PLACE OF WORK: Central School Board Office - Magog

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 9).

Applications with curriculum vitae should be forwarded by 16h00 on February 14, 2018 to:

Human Resources Department
hr@etsb.qc.ca

Eastern Townships School Board
340, Saint-Jean-Bosco
Magog, QC J1X 1K9
Fax : 819-868-2286

We appreciate your interest. Only selected candidates will be contacted.

The Eastern Townships School Board is an equal opportunity employer