

## PLEASE POST

### **DIRECTOR CONTINUING EDUCATION SERVICES (Adult Education / Vocational Training / Distance Education)**

The position of Director of Continuing Education Services entails the responsibility of all duties required for the planning, organization, supervision, evaluation, and control of one or more programs and activities pertaining to the management of adult education, vocational training and distance education services of the school board.

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

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 concerning adult education, vocational training and distance education services.

**In general, this position includes the following responsibilities:**

- ◆ Develop the objectives and strategies of the school board dealing with adult education, vocational training and distance education services for which the incumbent is responsible and, where applicable, determine the annual action plan.
- ◆ Assume responsibility for preparing, developing, implementing and applying programs of study, teaching means, methods and techniques as well as the inherent evaluation and control measures.
- ◆ Ensure that standards and procedures for the evaluation of student achievement are developed.
- ◆ Participate in the distribution of teaching staff and other staff as well as programs of study and other services offered by the various centres of the school board.
- ◆ Contribute to the preparation of budgets and to the allocation of resources in the centres.
- ◆ Collaborate, with other staff members in preparing the school calendar and, where applicable, in defining the rules concerning the formation of groups.
- ◆ Ensure compliance with the basic school regulations, the programs of study and the procedures for the certification of studies.
- ◆ Develop policies concerning the organization of adult education and vocational education services.
- ◆ Assume the responsibility for the development, application and evaluation of the regulation respecting student admission and enrolment.
- ◆ Ensure the promotion of adult education and vocational education services, the development of the market as well as the preparation of proposals for the provision of services.
- ◆ Develop and conclude partnerships with the organizations concerned.
- ◆ Oversee the activities pertaining to the admission and enrolment of students, the follow-up of the declarations of student enrolment and the forwarding of school marks to the Ministry.
- ◆ Negotiate, where applicable, partnership agreements with, among others, Emploi Québec, local development agencies and private enterprise.
- ◆ Manage the programs and activities of the school board dealing with services provided to businesses and organizations.
- ◆ Create and provide management tools for adult education and vocational training services adapted to the needs of the institutions.
- ◆ Assist, if necessary, the administrators of the institutions and administrative units of the school board.
- ◆ Support the administrators of the school board by providing them with pertinent information.

**Overall management of the administrative unit:**

- ◆ Participate in defining and developing strategies, objectives and priorities.
- ◆ Participate in developing and updating policies and by-laws.
- ◆ Collaborate with other staff members in preparing the staffing plan and in allocating the budget.
- ◆ Ensure the review and rationalization of administrative practices designed to facilitate the management of the resources in his or her sector.
- ◆ Represent, upon request, the school board or the administrative unit in matters related to his or her sector of activity.

**Management of human, financial, material and information resources of his or her sector or sectors of activity:**

- ◆ Formulate recommendations concerning the staffing plan.
- ◆ Select or participate in selecting staff.
- ◆ Supervise and evaluate the staff under his or her responsibility.
- ◆ Develop a professional improvement and training plan for the staff of the administrative unit or sector of activity.
- ◆ Prepare, administer and monitor the budget for his or her sector of activity.
- ◆ Ensure the availability, functioning and proper use of equipment and materials.
- ◆ Ensure that information resources are developed, applied and updated.
- ◆ Assume any other responsibility compatible with his or her function that may be assigned to him or her by the immediate superior.

**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 in a school board
- ◆ A permanent teaching licence
- ◆ Five years of relevant experience
- ◆ Fluently bilingual (both oral and written)
- ◆ Excellent communication skills
- ◆ Leadership qualities
- ◆ Excellent technological skills

**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 8)

Please submit your curriculum vitae before August 31<sup>st</sup>, 2017 to:

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