

PLEASE POST

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

SCHOOL ORGANIZATION TECHNICIAN

Board Office, Magog, QC

The principal and customary work of an employee in this class of employment consists in preparing, in conjunction with the administration, schedules and reports based on rationalization and efficiency criteria as well as adapting and applying the procedures required for the organization of administrative operations: student registration, declaration of student enrolment, exams, transmission of marks, preparation of report cards and certification of studies, and the summer course schedule.

Using the appropriate software (GPI, etc.), he or she monitors and supports analyses, extractions and specific operations as well as prepares reports aimed at monitoring or complying with the procedure prescribed for matters, such as management of student enrolment, preparation of report cards and certification of studies, student results, financing, accounting, budget, oversize classes, student permanent codes, student absences, school transportation, success rates and various lists or reports to be forwarded, in particular, to the *Ministère*. He or she verifies student records.

He or she provides training and offers the required support in matters pertaining to the school organization procedures and use of various software to those involved in these operations. He or she may be required to respond to information requests from fellow staff in a school, the school board or parents.

He or she will be required to train less experienced technicians and secretaries as well as coordinate the work of support staff in performing duties related to the implementation of programs involving technical operations for which he or she is responsible.

If need be, he or she performs any other related duty.

QUALIFICATIONS

- Diploma of college studies in a relevant field of study (Business Administration)
- Bilingual (both written and spoken)
- Excellent interpersonal/communication skills
- Excellent technological skills, including working with databases
- Strong Word, Excel and Outlook skills
- Proven ability to develop training materials, train employees and animate workshops
- Excellent analytical, organizational and planning skills
- Experience in working in collaborative, problem-solving teams

The selection process for this position may include an interview and ability and skills tests to validate that the candidate meets the aforementioned requirements, notably concerning Word, Excel, as well as analytical, organizational and problem-solving skills.

IMMEDIATE SUPERVISOR: Director, Pedagogical Services

PLACE OF WORK

ETSB Board Office – Magog

Travel to schools and centres will be required.

SCHEDULE: 35 hours per week: 8:30 a.m. – 4:30 p.m.

STARTING DATE: As soon as possible

SALARY: \$21.18 – \$29.63 / per hour

Applications with curriculum vitae should be forwarded by 16h00 on October 2, 2018 to:

hr@etsb.qc.ca

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

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

The Eastern Townships School Board is an equal opportunity employer