

PLEASE POST

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

TECHNO-PEDAGOGICAL COORDINATOR (INFORMATION TECHNOLOGIES)

The position of Techno-Pedagogical Coordinator (Information Technologies) entails the performance of all the duties required for the coordination, supervision, evaluation, research and development of the field of activity of information technologies for the school board.

This position includes, in particular, the following responsibilities:

In particular, responsibility 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;

- participate in formulating the objectives, programs and budget of the department;
- assist the Director of Instructional Technology and Pedagogical Services for such programs and advise the other directors of services or institutions on all matters pertaining to the programs;
- coordinate and assess the implementation of specific programs;
- coordinate and evaluate the staff under the incumbent's authority.
- assume any other responsibility compatible with his or her function that may be assigned to him or her by the Director of Instructional Technology and Pedagogical Services or Directorate 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 relevant experience

Other Considerations

- excellent leadership abilities;
- strong communication and interpersonal skills;
- mastery of the English and French languages (oral and written);
- ability to make links between use of technology and pedagogical integration
- ability to work effectively under pressure and within time constraints;
- proven ability to work collegially with other administrators within a team.

Place of Work: School Board Office – Magog beginning on July 2018

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 5).

Applications with curriculum vitae should be forwarded by 16h00 on July 7, 2018 to:

Jeffrey Pauw
Director of Human Resources
Eastern Townships School Board
340 Saint Jean Bosco
Magog, QC J1X 1K9
pauwj@etsb.qc.ca

We appreciate your interest. Only selected candidates will be contacted.
The Eastern Townships School Board is an equal opportunity employer