

**GIVEN THE CURRENT CIRCUMSTANCES, WE FORSEE VACANCIES IN OUR SCHOOLS  
AND ARE SEEKING CANDIDATES FOR THE FOLLOWING  
TEMPORARY/REPLACEMENT POSITIONS**

**SUBSTITUTE TEACHERS**

Substitute Teachers perform the instructional and classroom management processes for teachers who are absent for a day or longer periods of time (legally qualified/University degree)

**HANDICAPPED STUDENT ATTENDANTS**

The principal and customary work of an employee in this class of employment consists in assisting handicapped students in participating in activities related to their schooling. He or she assists a student in moving from one location to another, ensures his or her well-being, hygiene and safety according to the instructions received in keeping with the individualized education plan.

**SPECIAL EDUCATION TECHNICIANS**

The principal and customary work of an employee in this class of employment consists in working with a multidisciplinary team to apply special education techniques and methods in keeping with an individualized education plan intended for handicapped students or students with social maladjustments or learning difficulties or in keeping with a program designed for students requiring specific support. (DEC required)

**SCHOOL SECRETARIES**

In addition to the duties defined in the class of employment of secretary, the principal and customary work of an employee in this class of employment consists in ensuring, as instructed or in conjunction with others, the smooth operation of the school or centre by assuming the responsibility and coordination of the administrative tasks of school or adult education or vocational training centre secretaries.

**STUDENT SUPERVISORS**

The employee in this class of employment supervises students in the school and its buildings to ensure that rules are observed and that students are safe; he or she makes rounds, gives warnings, observes and reports any abnormal situations to the persons designated;

**BUS DRIVERS**

The School Bus driver is responsible for safely operating the school bus on a regular daily schedule and must ensure that the school bus is in good operating condition at all times, pick up and drop off students as per the schedule, maintain order and security on the bus and obey all laws, regulations and rules of conduct.

**MAINTENANCE WORKMEN**

The principal and customary work of an employee in this class of employment consists in carrying out the maintenance work as well as the preventive and physical upkeep of buildings, grounds, and equipment.

**CARETAKERS**

The principal and customary work of an employee in this class of employment consists in being responsible for carrying out the maintenance work as well as the preventive and physical upkeep of an educational institution or building.

Qualified personnel are needed for part-time, temporary, substitution work.  
Qualifications vary depending on the position.

Schedules, salaries, start dates as well as termination dates are to be determined.

Interested candidates should send their letters of interest and curriculum vitae's to:

[hr@etsb.qc.ca](mailto:hr@etsb.qc.ca)

Eastern Townships School Board

340, Saint-Jean-Bosco

Magog, QC J1X 1K9

Fax : 819-868-3821