

PLEASE POST

The **Eastern Townships School Board** is seeking candidates
for the following part-time position

EDUCATION CONSULTANT – RAC 75%

(Recognition of Acquired Competencies)
Lennoxville Vocational Training Centre

NATURE OF THE WORK

As Educational Consultant – RAC, your main duties are to assist individuals in obtaining official recognition of their acquired competencies in line with a program of study.

The position of education consultant encompasses, in particular, responsibility for providing advice and support to staff of educational institutions and services in the implementation, development and evaluation of RAC in programs of study, class management and instructional materials.

SOME CHARACTERISTIC DUTIES

He or she contributes to the implementation of the RAC process in programs of study and training, provides advice to the content specialists and administration concerning the interpretation of those programs, designs and leads training workshops and sessions on program components; he or she collaborates in developing learning situations, favorable conditions for validating and evaluating acquired competencies and supports experimentation in class.

He or she develops or selects and delivers training and instrumentation activities designed to respond to needs in andragogical adaptation, innovation and development.

He or she uses learning evaluation tools and modifies their design, preparation or adaptation of evaluation tools.

He or she advises management, content specialists or professional staff on matters pertaining to professional development programs, plans the programs and evaluates the results. He or she participates in the elaboration of standards and procedures based on regulations in RAC set by the *Ministère de l'Éducation et de l'Enseignement supérieur*.

He or she collaborates with other school resources including the CERAC (Centre of Expertise in RAC), partner organizations and the *Ministère de l'Éducation et de l'Enseignement supérieur*.

In addition, the education consultant in vocational training sectors promotes the school board to social and economic partners and draws up an appropriate promotional plan.

He or she meets with representatives of various businesses so as to develop with them training programs that meet their needs and those of their staff; he or she draws up memorandums of agreement and service offers.

He or she participates in organizing work-study programs, training periods and industrial visits; provides support to the content specialists concerned and information and advice to employers.

He or she participates in managing the financial budget for RAC and remains current on financial regulations set out by the *Ministère de l'Éducation et de l'Enseignement supérieur*.

QUALIFICATIONS REQUIRED

A bachelor's degree (or equivalent experience) in an appropriate specialty.

Other requirements:

Demonstrates ability to work in French and English;

Well organized and able to prioritize;

Excellent communication and interpersonal skills including the ability to build relationships with students.

Experience in RAC an asset.

SUPERVISOR: Centre Director, LVTC
SCHEDULE: 26.25 hours per week (75%) You must be available evening and weekends (majority of RAC candidates are employed) and travel to the businesses to provide services on site.
STARTING DATE: As soon as possible
SALARY: \$25.25 to \$45.22/hr.

Please send your application in writing by November 17, 2020 to:

hr@etsb.qc.ca

Human Resources Department
340, Saint-Jean-Bosco, Magog, QC J1X 1K9
FAX: (819) 868-3821

Equal opportunity for all