

EDUCATION CONSULTANT

Full Time 100%

Vocational Training & Adult Education

NATURE OF THE WORK

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 programs of study, class management and instructional materials for the adult sector.

SOME CHARACTERISTIC DUTIES

The education consultant participates in carrying out the educational project and the special projects of educational institutions; he or she participates in the development, implementation and evaluation of their success plan, while complying with the academic and administrative requirements of both the educational institutions and the school board.

He or she contributes to the implementation of programs of study and training, provides advice to the teachers 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 and supports experimentation in class.

He or she provides advice and support to teachers either individually or in a group format in matters pertaining to their daily teaching activities; he or she develops or selects and delivers training and instrumentation activities designed to respond to needs in pedagogical adaptation, innovation and development.

He or she provides teachers with learning evaluation tools and guides them in the design, preparation or adaptation of evaluation tools.

He or she may be called upon to work with a multidisciplinary team to draw up and review the individualized education plan of a handicapped student or a student with social maladjustments or learning difficulties; he or she participates in defining intervention objectives and means.

He or she works with teachers to prepare and implement strategies and projects aimed at helping students who are experiencing or who are likely to experience social maladjustments or learning difficulties.

He or she advises management, teaching or professional staff on matters pertaining to professional development programs, plans the programs and evaluates the results.

He or she analyzes and recommends the purchase of learning materials, supplementary materials, equipment, software and program packages, and provides advice on room layouts.

He or she advises school staff on the means for integrating technology into teaching; he or she participates in carrying out related projects; he or she prepares and delivers training and information workshops on components of the program for integrating technology.

He or she collaborates with other school resources, partner organizations and the *Ministère de l'Éducation et de l'Enseignement supérieur*.

In addition, the education consultant in the general adult education and 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 (including SAE and RAC).

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

QUALIFICATIONS REQUIRED

A bachelor's degree in an appropriate specialty, notably education

OTHER REQUIREMENTS

- ❖ Experience in teaching at the vocational education level;
- ❖ Experience in developing standards and procedures at the Vocational Education level;
- ❖ Be fluently bilingual (oral and written);
- ❖ Demonstrate capacity for pedagogical leadership;
- ❖ Evidence of rich integration of technology within the curriculum;
- ❖ Possess strong organizational and communication skills;
- ❖ Highly motivated and evidence of ongoing professional learning;
- ❖ Be competent in the use of Microsoft Office (Word, Excel, Outlook).

SUPERVISOR: Centre Director, LVTC
SCHEDULE: 35 hours per week
STARTING DATE: As soon as possible
SALARY: \$25.25 - \$45.22/hr.

Please send your application in writing by 2:00 p.m. on November 8, 2021 to

hr@etsb.qc.ca

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

Equal opportunity for all