

**DIRECTOR
EDUCATIONAL SERVICES
REGULAR, FULL TIME POSITION, 35 HOURS PER WEEK
BLANC-SABLON, QUÉBEC**

DATE OF PUBLICATION: DECEMBER 18, 2024

The position of director of educational services entails responsibility for all the programs and activities pertaining to the management of one or more instructional services of the school service centre.

The position includes responsibility for all the programs and activities pertaining to teaching methods and programs, programs of study as well as measurement and evaluation of student achievement.

The position consists in playing a key role in providing advice and expertise to the director general and to all the administrators of the school service centre so as to promote the optimal management of educational resources.

IN GENERAL, THIS POSITION INCLUDES THE FOLLOWING RESPONSIBILITIES

- Develop the objectives and strategies of the school service centre dealing with instructional services for which the incumbent is responsible and, where applicable, determine the annual action plan;
- Assume the responsibility for preparing, developing, implementing and applying instructional programs, means, approaches and teaching methods; adopt the inherent evaluation and control measures;
- Determine the standards and procedures for the evaluation of student achievement and prepare internal examinations in selected subjects;
- Distribute or participate in the distribution of the teaching staff, other staff, and the student population among the various schools of the school service centre;
- Ensure that policies concerning student forecasts, timetables, formation of groups, enrolment, placement, and promotion of students are developed;
- Oversee the activities related to the implementation and update of the curriculum;
- Ensure compliance with the basic school regulations, the programs of study and the procedures for the certification of studies;
- Devise the policy pertaining to the evaluation of students and the specific examinations of the school service centre;
- Propose and determine the rules governing the placement of students and their promotion from elementary to secondary school and from Cycle One to Cycle Two of the secondary level;
- Develop, if need be, the policy concerning the organization of services for handicapped students and students with social maladjustments or learning difficulties;
- Put in place and promote consultation and cooperation measures;
- Determine the policies concerning school organization and assume the responsibility for the development, application and evaluation of the regulation respecting student admission and enrolment;
- Develop, where applicable, a student services program and ensure that it is implemented;
- Ensure that school marks are forwarded to the MEES;
- Create and provide management and training tools for teaching in response to the needs of the institutions;
- Collaborate with other staff members, upon request, in developing the educational projects of the schools;
- Support the administrators of the school service centre by ensuring that pertinent information is provided to them;
- Intervene, if necessary, in the institutions and administrative units of the school service centre in order to assess problem situations and to find appropriate solutions.

OVERALL MANAGEMENT OF THE SCHOOL SERVICE CENTRE

- Participate in defining and developing the vision, organizational values, strategies, objectives and priorities;
- Participate in developing and updating policies and by-laws and ensure that they are applied;
- Collaborate with other staff members in preparing the staffing plan and in allocating the budget;
- Represent the school service centre in instructional services matters.

MANAGEMENT OF HUMAN, FINANCIAL, MATERIAL AND INFORMATION RESOURCES OF HIS OR HER ADMINISTRATIVE UNIT

- Formulate recommendations concerning the staffing plan;
- Select or participate in selecting staff;
- Determine the duties; manage and animate staff while ensuring its supervision and evaluation;
- Develop a professional improvement and training plan for the staff of the administrative unit;
- Ensure that information is circulated.

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REQUIRED QUALIFICATIONS

- Bachelor of Education or any combination of academic background and experience will be considered;
- A post-graduate university degree would be an asset;
- Eight years of relevant experience;
- Be available to travel within the school service centre's territory;
- Knowledge of the school setting would be an asset;
- Computer skills would be an asset;
- Bilingualism required.

SALARY AND WORKING CONDITIONS

- The salary of the director of educational services is determined according to the working conditions of management staff of school service centres in effect (Class 9);
- An isolation premium (\$9 811 or \$15 694);
- Low-cost housing (furnished, heated);
- Reimbursement for your moving expenses;
- Three annual outings from your point of departure to your place of employment for you and your dependents.

PLACE OF WORK

Centre St-Theresa, Blanc-Sablon, Québec.

BEGINNING OF EMPLOYMENT

Spring 2025.

Candidates are invited to send their curriculum vitae along with a presentation letter to the following address:
recrutement@cssdulittoral.gouv.qc.ca.