

NOTICE NO. 152

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2019.05.06

INTERNATIONAL STUDENTS SERVICES AND COMMUNITY LEARNING CENTERS (CLC) COORDINATOR

This **regular full-time position** will be available as of July 1, 2019 at Saint-Lambert International High School at 675 Green Street in Saint-Lambert.

NATURE OF WORK

The position of coordinator of International Students Services and Community Learning Centres (CL) entails the performance of duties required for the coordination, supervision, evaluation, research and development of one or more programs and activities related to the management of student services of the school board.

The position consists in providing, within the incumbent's field of competence, advice and expertise to the administrators of the school board to promote the optimal management of student services.

PRIMARY RESPONSIBILITIES

- Coordinates, supervises, evaluates, researches and develops programs, services and activities with administrators and professionals;
- Coordinates and participates in the preparation of programs
- Participates, where applicable, in negotiating and concluding partnership agreements with, among others, agents, local, provincial and international development agencies and private enterprise;
- Coordinates, with the Development Agents responsible for the CLC, the programs and activities of the school board related to services provided to the community;
- Coordinates all academic advising and guidance activities; ensures links with the youth sector and post-secondary studies;
- Coordinates the creation, implementation and improvement of management tools;
- Coordinates the promotion of all sectors of activities;
- Represents, upon request, the school board or the administrative unit in matters related to his/her sector of activity;
- Manages the International Student files;
- Participates in developing a professional improvement and training plan for the staff of the administrative unit or sector of activity;
- Participates in developing objectives and strategies linked to the school board, the Commitment To Success Plan dealing with services for which the incumbent is responsible and, where applicable, collaborate with other staff members in determining the annual action plan;
- Participates in preparing, negotiating and implementing contracts and service agreements with different organizations;
- Coordinates the management of operations related to the placement of students who require special educational services in the youth and adult sector;
- Maintains, where applicable, links with various external organizations and ensures the follow-up of files on the improvement and development of the quality of life in schools and of community life;
- Coordinates the creation, implementation and improvement of management tools for services in the schools and at the School Board, in particular for Saint-Lambert International High School;
- Represents, upon request, the school board or the administrative unit in matters related to his or her sector of activity;
- Actively collaborates with all schools and centres administrators.
- Supports the Saint-Lambert International High School administrator;
- Supervises and evaluates the support staff under his or her responsibility;
- Prepares and manages the budget;
- Assumes any other responsibility compatible with his/her function that may be assigned to him/her by the immediate superior.

REQUIRED 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 in a school board for which an undergraduate degree is required.
- Five years of relevant experience.
- A permanent teaching licence issued by the Ministère de l'Éducation et de l'enseignement supérieur (MEES);

OTHER REQUIREMENTS

- Capacity to work well under pressure and within time constraints.
- Ability to work effectively as a member of a team.
- Excellent abilities in innovative practices and problem-solving.
- Strong communication, organizational and interpersonal skills.
- Excellent knowledge of English and French (both oral and written).
- Riverside School Board reserves the right to determine whether the admission criteria are met in whole or in part.

SALARY AND WORKING CONDITIONS:

In accordance with the Regulation Respecting the Conditions of Employment of Management Staff of School Boards – \$73,515 to \$98,017 according to qualifications and experience.

Candidates should submit their applications in writing with a curriculum vitae, **before 4:00 p.m. on May 17, 2019** to Human Resources, by mail or by e-mail at riversidecv@rsb.qc.ca. RSB will send an electronic acknowledgement of receipt for applications sent to that email address.

Riverside School Board has implemented an Equal Access Employment Program and encourages applications from women, members of visible and ethnic minorities, Aboriginal people and people with disabilities.

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