

NOTICE NO 175

**POSTING:
2019.06.10**

EDUCATION CONSULTANT- 100%

This **regular full-time position** will be available as of July 1, 2019 in the Educational Services Department at Riverside School Board, located at 7525 chemin de Chambly in St. Hubert.

ASSIGNMENT:

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. The successful candidate will work in close collaboration with the members of the Educational Services team. Within his or her mandate, this person will be required to guide and contribute to reflection on educational success and relevant data, in collaboration with school teams and educational services. She will analyze existing data, as well as search for the best tools, resources and means with which to establish targets and indicators and concretely measure progress. He or she will be required to address and take into account literacy across the curriculum. Other pedagogical dossiers will be assigned, **including preschool/elementary transitions, and early intervention**.

DESCRIPTION OF TASKS:

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 all students.

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 school resources, partner organizations and the Ministère de l'Éducation, du Loisir et du Sport.

QUALIFICATIONS :

- A bachelor's degree in an appropriate specialty, notably education.
- Teaching certificate
- A minimum of five years experience;
- Excellent skills in both oral and written French and English;
- Proven knowledge of the Quebec Education Program;
- Knowledge of the preschool education curriculum;
- Ease with technology and knowledge of its pedagogical integration;
- Excellent interpersonal skills;
- Ability to work collaboratively, as a member of a team.

ANNUAL SALARY: \$46,114.00 to \$82,585.00 per 35-hour week, according to qualifications and experience.

Candidates should submit a letter of application **as well as curriculum vitae before 4:00 p.m. on June 21, 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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