

**NOTICE NO. 178**

**POSTING:  
2019.06.06**

**GUIDANCE COUNSELLOR (100%)**

This **regular full-time position** will be available as of July 2, 2019 at the main office of the School Board located at 7525 chemin de Chambly in St. Hubert.

**NATURE OF WORK:**

The position of guidance counsellor encompasses, in particular, responsibility for evaluating, advising, helping, guiding and supporting students in the youth and adult sectors in developing their career plans and in choosing an educational path suited to their personal characteristics.

**DUTIES:**

The guidance counsellor participates in developing and implementing an academic and vocational guidance service that meets the academic and administrative requirements of both the educational institutions and the school board. He or she evaluates students (individual or group meetings) with respect to their interests, aptitudes, abilities, personality, professional experiences and personal needs, using appropriate methods such as psychometric tests, direct observations and information provided by teachers and other school resources and, where applicable, parents.

Through individual or group counselling sessions, he or she helps a student to carry out a self-analysis and to build an overall image of himself or herself, explore and clarify his or her situation and determine personal and professional goals, grasp the information received, understand, assume and overcome his or her personal and social problems.

He or she provides support to students in their search for means aimed at enabling them to overcome the difficulties associated with their educational profile and their social and employment integration.

He or she provides information and advice to parents on the measures required to provide help and guidance to the student in defining and carrying out his or her educational and career objectives. He or she contributes to the detection and identification of students experiencing difficulties, using an approach focussing on prevention and intervention; he or she works with a multidisciplinary team to prepare and review a student's individualized education plan by including, in the plan, his or her action plan, if necessary; he or she participates in defining intervention objectives and means; he or she works with other team members to harmonize and coordinate interventions and to assess the achievement of objectives.

He or she advises management staff, prepares expertise, evaluation, briefing and progress reports and formulates appropriate recommendations to support decision making.

He or she acts as resource person for the guidance-oriented approach, he or she gives advice to school resources, provides them with documentation, suggests activities that enable them to identify variables contributing to the student's personal, academic and professional progress.

He or she plans, organizes and delivers academic and vocational information activities dealing with program requirements, professions and market trends; he or she coordinates and assumes the activities of the documentation centre related to his or her specialty, ensures the purchase and update of specialized reference materials (magazines, CD-ROM, software or others) and provides support to the students and staff using them.

He or she establishes and maintains relationships and collaboration with representatives of the labour market and of other organizations that could be involved in providing academic and vocational guidance to students. He or she prepares and updates files according to the standards associated with the practice of the profession and the rules defined by the school board; he or she prepares progress notes or evaluation, end-of-process and follow-up reports on his or her interventions.

**QUALIFICATIONS:**

Be a member of the *Ordre des conseillers et conseillères d'orientation et des psychoéducateurs et psychoéducatrices du Québec*.

**ANNUAL SALARY:**

In accordance with the Professionals' Agreement: \$45,420.00 to \$78,640.00 per year (35-hour week), according to qualifications and experience.

Candidates should submit a letter of application along with a curriculum vitae, **before 4:00 p.m. on June 19, 2019** to Human Resources, by mail or by e-mail at [riversidecv@rsb.qc.ca](mailto: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*

2019.06.04/lt

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