

NOTICE NO. 102

**POSTING:
2019.12.02**

**EDUCATION CONSULTANT FOR VOCATIONAL TRAINING (80%)
(Temporary)**

Candidates are invited to send their applications for this **temporary full-time position**, which is currently available until June 30, 2020 for the Adult and Vocational Education services.

NATURE OF WORK:

The position of education consultant encompasses, in particular, responsibility for providing advice and support to staff of Vocational Education institutions and services in the implementation, development and evaluation of programs of study, class management and instructional materials.

SOME CHARACTERISTIC DUTIES:

- Participates in carrying out the commitment-to success plan, the educational project and the special projects of the centres.
- Participates in the development, implementation and evaluation of their success plan, while complying with the academic and administrative requirements of the educational institutions, the school board and the Ministère de l'Éducation et de l'Enseignement supérieur.
- 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.
- Collaborates in developing learning situations and supports experimentation in class.
- Provides advice and support to teachers either individually or in a group format in matters pertaining to their daily teaching activities;
- Develops or selects and delivers training and instrumentation activities designed to respond to needs in pedagogical adaptation, innovation and development;
- Provides teachers with learning evaluation tools and guides them in the design, preparation or adaptation of evaluation tools;
- 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;
- 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.
- Advises management, teaching or professional staff on matters pertaining to professional development programs, plans the programs and evaluates the results.
- Analyzes and recommends the purchase of learning materials, supplementary materials, equipment, software and program packages, and provides advice on room layouts.
- Advises school staff on the means for integrating technology into teaching; participates in carrying out related projects; he or she prepares and delivers training and information workshops on components of the program for integrating technology.
- Collaborates with other school resources, partner organizations and the Ministère de l'Éducation et de l'Enseignement supérieur.
- Promotes the school board to social and economic partners and draws up an appropriate promotional plan.
- Collaborates with other professionals in related work fields such as SAE, RAC, SARCA and Guidance.
- Participates in organizing work-study programs, training periods and industrial visits; provides support to the teachers concerned and information and advice to employers.

QUALIFICATIONS:

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

OTHER REQUIREMENT:

Evening hours may be required.

Excellent communication skills in English and in French.

ANNUAL BASIC SALARY:

In accordance with the Professionals' Agreement: \$36,891.20 to \$66,068.00 (28 hours/week) according to qualifications and experience.

Candidates should submit a letter of application along with a curriculum vitae, **before 4:00 p.m. on December 13, 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.

2019.11.29/lt

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