



Academic & Vocational Information Counsellor

the Eastern Shores School Board is seeking applications from interested candidates for the following position: **Academic & Vocational Information Counsellor**

WORKPLACE	Wakeham Adult Education Center, Gaspé, QC
STATUS	Supernumerary
WORKLOAD	35 hours per week
HOURLY RATE	From \$24.46 to \$44.41 per hour
WORK SCHEDULE	Monday to Friday (schedule to be determined)
IMMEDIATE SUPERIOR	Center Administrator
INTENDED CLIENTELE	MRC's of Côte de Gaspé and Rocher-Percé travel is required; therefore, a car is required
START DATE	August 16, 2021
DATE OF POSTING	July 7, 2021
DEADLINE FOR APPLICATIONS	July 20, 2021

NATURE OF THE WORK

This position of academic and vocational information counsellor encompasses, in particular, responsibility for providing information, advice, help and guidance to students in the youth sector to help them become familiar with academic and career paths to make informed choices.

CHARACTERISTIC FUNCTIONS

The academic and vocational information counsellor participates in developing and implementing an academic and vocational information service that meets the academic and administrative requirements of both the educational institutions and the school board.

He or she guides the student in preparing his or her educational path, helps the student in identifying his or her needs and analyzes the student's record, while taking into account his or her aptitudes and interests.

He or she prepares and conducts, with a multidisciplinary team, awareness, information and training activities intended for students so as to arouse their interest in the labour market, to motivate them in school and to assess the achievement of objectives.

He or she acts as resource person for the guidance -oriented approach and helps the education community to set up the activities associated with this approach.

He or she plans, organizes and conducts academic and vocational information activities: conferences, industrial visits and information evenings; he or she works with other staff members to prepare and publish brochures and guides; he or she ensures the organization and operation of a documentation centre on the education community, career options and the labour market; he or she finds, analyzes and places, at the disposal of students, references, databanks and online directories.

He or she ensures the analysis, evaluation, coding and, if necessary, adaptation of academic and vocational information intended for students; he or she keeps abreast of labour market developments and programs, using, in particular, research and document review.

He or she establishes and maintains relationships and collaboration with representatives of the labour market, educational institutions and other organizations that could be involved in providing guidance to students; he or she promotes the activities and courses offered and respond to internal and external information requests.

He or she informs and supports students and school teams in filling out applications for programs and financial aid.

He or she prepares and updates files according to the rules defined by the school board.

He or she will create a bridge between the youth sector for students and the Adult and Vocational sector.

He or she will support career-oriented content from grade 5 to secondary five. (ACGC, POP, BluePrint, transition plans, TEVA)

He or she will support positive school climate initiatives and organize staff training sessions.

He or she will support the pathways, namely WOTP & WOSSP & Concomitance

REQUIRED QUALIFICATIONS

Schooling

A bachelor's degree in an appropriate specialty, notably:

- Academic and vocational counselling;
- Guidance counseling

Other Requirements

EXPERIENCE

The candidate with experience in the youth sector with at risk students would be considered an asset as would knowledge of the QEP & Education Act.

Bilingual – oral/ French & English, functional bilingual writing and reading skills would be considered an asset

Interested candidates should forward their curriculum vitae, transcripts and diplomas, indicating in subject the posting number to job.opportunity@essb.qc.ca.

Eastern Shores School Board is committed to equal access to employment and encourages applications from women, Aboriginal peoples, visible minorities, ethnic minorities and persons with disabilities. ESSB will only contact the candidates selected for interviews.