



## INTERNAL PROVINCIAL POSTING

**Education Consultant  
REGIONAL VOCATIONAL EDUCATION SECTOR  
LOAN OF SERVICE**

### NATURE OF EMPLOYMENT

The position of education consultant encompasses, in particular, responsibility for providing advice and support to staff of vocational educational institutions and services in the implementation, development and evaluation of programs of study, class management and instructional materials. The education consultant works in collaboration with the nine English school board of the province of Quebec.

### SOME KEY RESPONSIBILITIES

- The education consultant participates in carrying out the educational project and the special projects of educational institutions and PROCEDE.
- 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 students who are experiencing or who are likely to experience social maladjustments or learning difficulties.
- 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 other school resources, partner organizations and the Ministère de l'Éducation et de l'Enseignement supérieur. In addition, the education consultant in the general adult education and vocational training sectors promotes the school board to social and economic partners and draws up an appropriate promotional plan.
- He or she meets with representatives of various businesses to develop with them training programs that meet their needs and those of their staff; he or she draws up memorandums of agreement and service offers.
- He or she participates in organizing work-study programs, training periods and industrial visits; provides support to the teachers concerned and information and advice to employers.

### SPECIAL REQUIREMENTS & NECESSARY QUALIFICATIONS

- A bachelor's degree in an appropriate speciality, notably education.
- A valid teaching permit issued by the MEQ or eligibility to obtaining a teaching permit issued by the MEQ is a definite asset.
- Knowledge of the Quebec School System.
- Knowledge of vocational sector and vocational programs and training.
- Knowledge of andragogical notions will be an asset, as well as strong technological and pedagogical skills.
- Excellent knowledge of oral and written English and a good knowledge of oral and written French.
- Five years of relevant experience.
- Be solution oriented.

### EMPLOYMENT TERMS

- Job classification: Education Consultant – (Salary range \$46 114.00 – \$82 585.00).
- Job Status: Supernumerary (100%) - Contract ending June 30, 2022.
- Start date will be determined with PROCEDE.
- Place of work is to be determined.
- The employment terms are those set out by the Management Negotiating Committee for English-language School Boards.

### HOW TO APPLY

Interested and qualified candidates must apply **By 8 A.M. On Friday, July 2, 2021 to the attention of [lroy@rsb.qc.ca](mailto:lroy@rsb.qc.ca)**

We thank all applicants for their interest in our organization. Only those selected for interviews will be contacted.