



# COMMISSION SCOLAIRE EASTERN SHORES EASTERN SHORES SCHOOL BOARD

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## DÉPARTEMENT DES RESSOURCES HUMAINES HUMAN RESOURCES DEPARTMENT INTERNAL POSTING

**Posted: September 9, 2010**

Eastern Shores School Board is currently seeking applications for the following:

**School Organization Technician ( Chapter 10-1)  
At the Grosse Isle Adult Education Center  
5 hours per week  
Effective Immediately until May 2011**

### **Nature of Work**

The principal and customary work of an employee in this class of employment consists in preparing, in conjunction with the administration, the school or centre timetable and other schedules such as the exam schedule based on, among other things, rationalization and efficiency criteria as well as adapting and applying the procedures required for the organization of administrative operations such as: student registration, declaration of student enrolment, exams, preparation of report cards and certification of studies and the summer course schedule.

### **Characteristic functions**

- The employee in this class of employment prepares the school's or centre's timetables while taking into account pertinent factors such as course options, student course selection, fields of teaching, the basic school regulation, available rooms, rules for the formation of groups, teaching periods and other constraints such as the location of rooms and availability of transportation; he or she submits the timetables to the administration and makes the necessary modifications.
- He or she collects the data required for student registration and course selection and enters it on the forms that he or she devises and adapts for that purpose, ensures their return once they are completed, makes the necessary corrections and compiles the statistics required for preparing a timetable.
- Using the appropriate software, he or she carries out analyses, extractions and specific operations as well as prepares reports aimed at monitoring or complying with the procedure prescribed for matters such as: management of student enrolment, preparation of report cards and certification of studies, financing, accounting, budget, oversize classes, student permanent codes, student absences, substitution, school transportation, failures and various lists or reports to be forwarded, in particular, to the Ministère. He or she updates student records.
- He or she provides training and offers the required support in matters pertaining to the school organization procedures and use of various software to the persons involved in these operations; if necessary, uses word processing and Internet. He or she may be required to respond to information requests from fellow staff in the school, the board or parents.
- He or she may be required to train less experienced technicians as well as coordinate the work of support staff in performing duties related to the implementation of programs involving technical operations for which he or she is responsible.
- If need be, he or she performs any other related duty.

### **Required qualifications**

#### Schooling

- Hold a Diploma of College Studies in business administration (management option) or a diploma or an attestation of studies recognized as equivalent by the competent authority.
- *ESSB is complying with an Employment Equity Program; therefore, applicants from the groups in minority are encouraged to apply.*
- *Please be advised that ESSB will only contact the successful candidate for each position.*

**Interested candidates should submit their application in writing by September 15, 2010 to:**

**Ms. Joanne Jacques  
Director of Human Resources  
Eastern Shores School Board  
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Email : joanne.jacques@essb.qc.ca**