



JOB OFFER

Educational Services Coordinator

100% Full-time permanent position

Posting Number: **M26-27-02**

Immediate supervisor: Director of Educational Services

	Date of Posting: June 30, 2026 Deadline application: July 15th, 2026, 1 pm
	Workplace will be determined by the successful candidate.
	Monday – Friday
	Management position Annual salary: In accordance with the rate established for educational services coordinators: between \$90,073 and \$120,093 (according to relevant experience).
	Start date: August 17, 2026

Working at the Eastern Shores School Board means being part of an exceptional team. It also means enjoying a friendly, positive atmosphere every day, where all staff members share a single goal: the educational success of all.

NATURE OF THE WORK

Under the authority of the Director of Educational Services, this position includes all functions required for the coordination, supervision, evaluation, research, and development of programs and activities related to youth and adult general education.

MISSION:

AT ESSB, WE CULTIVATE INCLUSIVE LEARNING COMMUNITIES FROM SHORE TO SHORE.

VISION:

OUR LEARNERS ARE EQUIPPED WITH THE LANGUAGES AND SKILLS TO THRIVE IN OUR MULTICULTURAL COMMUNITIES AND BEYOND.

Why Choose Us?



- TEAM WORK
- SUPPORT
- OPPORTUNITIES FOR ADVANCEMENT



- HOLIDAYS FOR FAMILY-WORK BALANCE
- MEANINGFUL WORK THAT IMPROVES THE FUTURE OF THE REGION



- COMPETITIVE SALARY
- COMPREHENSIVE BENEFIT PACKAGE
- PENSION BENEFITS

Visit
https://www.essb.qc.ca/employment_opportunities.html
for a listing of current job opportunities

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.



This role also involves providing advisory services and functional expertise to school board administrators to support the optimal management of adult education, vocational training, and business services.

The school board is seeking an Educational Services Coordinator who is recognized for their expertise and **pedagogical leadership**. This person strongly promotes **collaborative approaches** in organizing their work and can support the implementation and sustainability of effective pedagogical and organizational practices across all schools within the board. They demonstrate openness and creativity in carrying out their duties to foster student success.

CHARACTERISTIC FUNCTIONS

In alignment with the *Commitment to Success Plan 2023-2027*, the Coordinator participates in developing the school board's orientations and strategies regarding youth and adult educational services under their responsibility, as well as in designing and implementing an annual action plan.

Key responsibilities include:

- Participate in developing orientations and strategies for the school board's educational services and contribute to the creation and implementation of an annual action plan.
- Contribute to and coordinate the development, implementation, and application of programs, pedagogical approaches, teaching strategies, and evaluation methods.
- Ensure compliance with ministerial frameworks (Education Act, basic school regulation, study programs, certification requirements, etc.).
- Support school and service administrators within the board.
- Provide enhanced advisory support to school administration for both youth and adult learners.
- Promote the development of collaborative approaches within Educational Services and with partners.
- Collaborate on initiatives related to student growth, development and success.
- Prepare and lead pedagogical committees for both youth and adult sectors.
- Represent Educational Services and ESSB on regional and provincial committees.
- Build partnerships, particularly with educational networks, health and social services and community organizations.
- Represent the school board, when required, on matters related to their area of responsibility.
- Coordinate academic advising and guidance activities and ensure links with the youth sector and post-secondary pathways.
- Coordinate the development, implementation, and improvement of management tools for adult education services adapted to institutional needs.
- Participate in developing student support processes.
- Support environments in developing intervention plans and participate in intersectoral meetings when called upon.
- Collaborate on the organization and implementation of support services for students.
- Collaborate in establishing a service offering to support professionals and administrators in general adult education and vocational training centers.
- Participate in the development and updating of policies, regulations, and service priorities.
- Contribute to workforce planning and budget allocation.
- Supervise, support and evaluate staff under their responsibility.
- Participate in developing professional development and training plans for Educational Services staff and ESSB educators.
- Perform any other related duties assigned by their immediate supervisor.

Please be advised that ESSB will only contact candidates selected for an interview.



JOB OFFER

REQUIRED QUALIFICATIONS

We are looking for candidates with the following qualifications:

- Bachelor's degree (minimum three-year university program) in a relevant field or currently hold a senior staff or management position requiring such a degree within a school board.
- At least five (5) years of relevant experience and a strong knowledge of youth general education.
- Permanent teaching certification issued by the Minister. Experience in an advisory role with school administrators is considered a strong asset.
- Ability to use and develop technology-supported pedagogical tools and collaborative platforms (e.g., Office 365) is an asset.
- Experience working in secondary-level adult general education is considered an asset.

REQUIRED PERSONAL ATTRIBUTES:

- Strong leadership and expertise in change management support
- Political awareness and strong partnership-building skills
- Effective communication and group facilitation abilities (principals, professionals, partners)
- Collaborative and consultative approach
- Project management skills
- Strong ethical sense
- Flexibility, adaptability and availability

REQUIRED SKILLS AND COMPETENCIES

- Bilingual
- Strong communication skills (oral and written)
- Strong time management and organizational skills

MISSION:

AT ESSB, WE CULTIVATE INCLUSIVE
LEARNING COMMUNITIES FROM SHORE TO
SHORE.

VISION:

OUR LEARNERS ARE EQUIPPED WITH THE
LANGUAGES AND SKILLS TO THRIVE IN OUR
MULTICULTURAL COMMUNITIES AND
BEYOND.

Why Choose Us?

- TEAM WORK
- SUPPORT
- OPPORTUNITIES FOR ADVANCEMENT

BEST

- HOLIDAYS FOR FAMILY-WORK BALANCE
- MEANINGFUL WORK THAT IMPROVES THE FUTURE OF THE REGION

Visit
https://www.essb.qc.ca/employment_opportunities.html
for a listing of current job opportunities

- COMPETITIVE SALARY
- COMPREHENSIVE BENEFIT PACKAGE
- PENSION BENEFITS

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.

REMUNERATION & BENEFITS

Salary is determined according to the *Conditions de travail du personnel d'encadrement des commissions scolaires* with the rate established for educational services coordinators: Annual salary varies between \$90,073 and \$120,093, according to relevant experience.

Eastern Shores School Board offers competitive benefits, such as:

- Tele-medecine;
- Employee Assistance Program;
- Support;
- Pension benefits;
- Professional development;
- Health and Safety Promotion and Prevention Programs.

DEADLINE FOR APPLICATION:

Interested candidates must submit their application, including the required documents, no later than **July 15, 2026, at 1 pm:** job.opportunity@essb.qc.ca