The Eastern Shores School Board is seeking applications from interested candidates for the following position: ADMINISTRATION TECHNICIAN (4211) - Community Learning Centre

POSTING #	BCHS-S26-02 2nd Posting
WORKPLACE	Baie-Comeau High School 39 Marquette Ave., Baie-Comeau, Quebec G4Z 1K4
STATUS	Replacement
WORKLOAD	20 hrs per week - **Community Learning Centre (CLC)**
WORK SCHEDULE	Monday to Friday (schedule to be determined)
HOURLY RATE	Between $27.78 and $37.08
IMMEDIATE SUPERIOR	School Principal
START DATE	**Immediately**
END DATE	**June 23, 2027 or until the position holder returns**
DATE OF POSTING	**November 3, 2026**
DEADLINE FOR APPLICATIONS	**Until filled**

NATURE OF THE WORK

The principal and customary work of an employee in this class of employment consists in performing various technical tasks related to the management of financial resources, development and implementation of standards and activities related to administrative operations. As part of his or her duties, the employee may assist professionals and senior staff.

CHARACTERISTIC FUNCTIONS

Develops and adapts work methods and procedures and sees to their application within the framework of carrying out current activities in certain sectors;
Applies or adapts management techniques to the execution of specific administrative activities and to the execution of routine operations;
Produces reports for the organizations concerned and ensures their transmission;
Uses a computer and the various software programs required to perform his/her work. He/she conducts research on the Internet and may be called upon to assist personnel in the use of software specific to his/her work;
Performs any other related duties as required.
You can find the characteristic functions in the Classification Plan at this address:
https://cpn.gouv.qc.ca/cpnca/en/negociations/plan-de-classification/personnel-de-soutien/ (p.9)

MORE SPECIFIC FUNCTIONS

The goal is to support student success and contribute to the vitality of English-speaking communities. CLC school teams are supported by LEARN's Provincial Resource Team (PRT), which provides coaching, mentoring, capacity-building, and professional development training (https://learnquebec.ca/clc).

He or she:

- Conducts needs assessments and develops, implements and monitors an annual work plan that is aligned with the school's Educational Success Plan.

- Establishes programs and activities for students, families and community members through the development of partnerships with local, regional and provincial service providers that share common goals.
- Applies for grants to support CLC activities and programs.
- assists principal with the creation of partnership agreements between service providers and the school.
- Supervises activities coordinated by the CLC or coordinates supervision schedule.
- Develops simple marketing tools and conducts outreach to parents, students and community members to promote activities and resources.
- Connects school staff to relevant community-based resources that can support student learning.
- Represents school and community-based interests on one or more local and/or regional partnership tables (i.e., *les tables de concertation*).
- Periodically conducts consultations with key stakeholders external to the school to assess needs and aspirations (families, community partners etc.).
- Reports in a timely fashion, as required by the school and school board.
- Participates in professional development and networking opportunities for CLC leaders on a regular basis.

REQUIRED QUALIFICATIONS

Hold a Diploma of College Studies in *Techniques de l'administration générale* (Business Administration) or in other appropriate technical programs for the class of employment or in an appropriate specialty for the class of employment or a diploma or an attestation of studies recognized as equivalent by the competent authority.

OTHER REQUIREMENTS

- Strong oral and written communication skills in English; French communication skills an asset.
- Proficiency in Microsoft Office and social media.
- Two years of relevant experience.
- Working experience in CLC is an asset.

SKILLS AND ABILITIES

- Ability to work independently and take initiative.
- Ability to engage and build trust with a diverse group of stakeholders, including school administrators and staff members, students, and community organizers.
- Understanding of the particular needs of communities struggling with poverty and minority cultures and races.
- Experience working in collaboration with a variety of organizations and community groups.
- Experience with youth of all ages, especially the most vulnerable.

Interested candidates should forward their curriculum vitae, indicating in the subject the posting number, BCHS-S26-02 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.