



EDUCATION CONSULTANT (INTERNATIONAL BACCALAUREATE PROGRAM)

General Circular No. P53 – 2104/228

Place of Work:	Marymount Academy
Status:	100% Replacement Position
Start date:	Immediately
Immediate Superior:	Principal

Nature of the work

The education consultant participates in carrying out the educational project and the special projects of educational institutions; 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 institution 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.

Main tasks and responsibilities

- Regular weekly classroom visits with IB groups (with prior planning and coordination with teachers)
- Organization and/or direct supervision of students in community and service placements
- Coordinates and executes local IB related workshops and training for teachers.
- Arranges training for IB certification for teachers
- Keeps up to date on IB requirements and program changes for teachers and students and facilitates their implementation in the school.
- Creates and executes IB unit plans with teachers (direct classroom participation)
- Organizes and coordinates the Personal Project for Secondary 4 and 5 students.
- Organizes and implements the annual IB placement test for incoming students
- Collaborates with the International Students' Coordinator to support international students in the IB program
- Various IB related tasks, as required by the administration

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 participates in defining intervention objectives and means.

Requirements and Qualifications

- Bachelor's degree with an appropriate specialization
- Post-graduate studies, an asset
- Permanent teaching licence issued by the MEES (Brevet)
- Demonstrates sound pedagogical judgement, has substantial and relevant teaching experience, and extensive knowledge of the International Baccalaureate Program
- Fluency in English (both oral and written) and have a strong working knowledge of French (both oral and written)
- Knowledge of the Quebec Educational Program (QEP)
- Strong communication, organizational, analytical, interpersonal, creative and leadership skills as the candidate must maintain close contact with administrative staff, MEES personnel & teachers
- Knowledge of Information and Communication Technology
- Ability to work collaboratively in a team environment

To view job description as outlined in the classification plan [click here](#)
or visit their website <http://cpn.gouv.qc.ca/en/cpnca/home/>

Interested candidates should send their letter of interest and curriculum vitae to: jobs@emsb.qc.ca
to the attention of Ms. Ann Watson, Director of the Human Resources Department

by Friday August 6, 2021

Please refer to the circular number in your letter of application.

The masculine gender was used in this posting to facilitate the reading.

The English Montreal School Board has implemented an Equal Access Employment Program in accordance with the Act respecting equal access to employment in public bodies and encourages applications from women, members of visible and ethnic minorities, aboriginal and handicapped peoples.