



**EDUCATION CONSULTANT
(INFORMATION & COMMUNICATIONS TECHNOLOGY)**

General Circular No. P24/ 2104-247 - **REPOST**

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| Place of work: | AEVS Adult Centers |
| Status: | 100 % Supernumerary position |
| Salary Rate: | \$25.25 to \$45.22 |
| Start Date: | Immediate |
| Immediate Superior: | Principal |

Nature of the Work

The occupation of Education Consultant includes, in particular, to advise senior officials in the educational services, teachers and other professionals in matters concerning the development, implementation and evaluation of Information and Communications Technology (ICT) , the appropriate academic organization and the selection and use of methods, techniques, equipment, teaching material, etc .

Tasks and responsibilities

The Education Consultant participates on various Board and the *Ministère de l'Éducation et Enseignement supérieur (MEES)* committees, groups or task forces and will be assigned various dossiers of the The Adult Education & Vocational Services Department.

He or she is responsible for all matters relating to the integration of ICT and the Quebec education program in Adult Education and Vocational services schools.

He or she keeps abreast of research and new developments in the field of education, curricula and educational methods, complementary activities, manuals and other educational material and evaluation of academic performance.

He or she advises on matters concerning the purchase of equipment and educational material and on ways of planning the use of classrooms as well as promoting the better use of teaching and evaluation methods (including electronic portfolio assessment).

He or she is actively involved in initiating and planning professional development activities for teachers and other staff members.

Requirements and Qualifications

- Bachelor's degree with an appropriate specialization
- Post graduate degree would be an asset
- Excellent English/French language skills, both oral and written
- Knowledge of Information and Communications Technology
- Knowledge of the Quebec Educational Program, in particular adult general education programs
- Knowledge of integrating technology in the classroom
- Strong communication, organizational, analytical, interpersonal, and leadership skills as the candidate must maintain close contact with administrative staff, MEES personnel & teachers.

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 November 26, 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.