



## EDUCATION CONSULTANT

General Circular No. P38 / 2104-209

---

<b>Place of Work:</b>	Student Services
<b>Status:</b>	100% Regular position
<b>Salary Rate:</b>	\$27.08 to \$50.39
<b>Start Date:</b>	August 2024
<b>Immediate Superior</b>	Director

---

### 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 institutions and the school board.

### Tasks and responsibilities

Develops adaptive approaches/strategies to enable students to be successful in all subject areas in collaboration with professionals within other departments.

Facilitate the integration of students with special needs into the regular sector or self-contained classes if need be and monitor, where possible, their academic progress and organize professional development workshops for the teaching, administrative and professional personnel.

Presents to school teams the inclusive approach of the School Board, as well as improve staff understanding and skills through school meetings workshops, professional development activities and relevant documentation.

Communicates to schools the special education resource network (liaison with the Health and Social Services Sector) available and facilitates the integration of identified special education students within their community school.

Assumes a leadership role with school administrators, teaching personnel and parents with respect to the principles, procedures, roles and responsibilities regarding the individualized education plan (IEP).

### Requirements and Qualifications

- Bachelor's degree as well as a certificate, diploma or graduate degree in the field of special education or in a related field
- Strong knowledge and relevant teaching experience (preferably a minimum of (5) years in the field of special education and ASD would be an asset)
- Ability to be a dedicated and conscientious individual who can function well under pressure as well as have the ability to work effectively both independently and as a member of a team
- Fluency in English (both oral and written) and have a strong working knowledge of French (both oral and written)
- Strong communication, organizational, analytical, interpersonal, conflict resolution and leadership skills

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

Interested candidates should send their letter of interest and curriculum vitae to [jobs@emsb.qc.ca](mailto:jobs@emsb.qc.ca) to the attention of Ms. Ann Watson, Director of the Human Resources Department **by Thursday, May 23, 2024**. Please refer to the circular number in your letter of application.