



## COORDINATOR

General Circular No. M-26

<b>Place of work:</b>	Educational Services Department
<b>Status:</b>	<b>SPECIAL PROJECT</b>
<b>Classification:</b>	7
<b>Salary Rate:</b>	\$84,101 to \$112,133
<b>Start Date:</b>	Determined by the Board
<b>Immediate Superior:</b>	Director Educational Services Department

### Nature of the Work

In keeping with the mandate defined by the Director of Educational Services and under their authority, the sanction Coordinator is responsible for the coordination, supervision, evaluation, support, research and development of programs and activities related to the graduation process of obtaining the Diploma of Secondary Studies (DES) for both students in the school system and those who are homeschooled. This role involves ensuring compliance with the Ministère de l'Éducation du Québec's regulations and providing guidance to both schools and homeschooling families.

### Main tasks and responsibilities

- Ensure that schools and homeschooling programs align with the Ministère de l'Éducation du Québec's standards and requirements.
- Provide expertise and support to foster data-driven culture within our establishments.
- Develop a variety of tools and templates to support school administrators and the school team in collecting a variety of data about student learning/student success rate.
- As stipulated in the Education Act, Basic School Regulation and Annual Directives, oversee the development, the review and the implementation of Standards and Procedures for the evaluation of student progress and achievement. Provide information and expertise as necessary concerning the Progression of Learning and the Framework for the Evaluation of Learning.
- Oversee the due application and timely communication (for example Info/Sanction) concerning the rules set out by the Ministry for the Certification of Studies and the Management of Ministerial Exams (youth sector, adult sector). Offer adequate support to the personnel concerned in our establishments and as required. Report to the Director of Educational Services any concerns, discrepancies/non-compliance or questions in this regard.
- Monitor changes in educational policies and communicate updates.
- Contribute to the development and implementation of policies, procedures, guidelines related to educational services.
- Track and document students' credit accumulation to ensure the continued success of our EMSB students.
- Conduct workshops, webinars, and one-on-one consultations to address schools' concerns
- Liaise with the Ministère de l'Éducation and other educational bodies to ensure consistent standards are maintained.
- Prepare and submit reports to schools and school board management team.
- Supervise and evaluate the Support staff under the incumbent's authority.
- Perform any other related tasks.

### Requirements and Qualifications

- Undergraduate degree in a relevant field of study certifying a minimum three-year university program or hold a senior executive or senior staff position in a school board for which an undergraduate degree is required under the minimum qualifications
- Five years of relevant experience, preferably in evaluation
- A permanent teaching license from the Ministère de l'Éducation (MEQ)
- Fluency in English (both oral and written) and have a strong working knowledge of French (both oral and written)
- Proven educational leadership and sound knowledge of the Quebec Education Program for elementary, secondary education and related policies, guidelines, etc.
- Current knowledge of issues and trends in education
- Expertise in managing data to provide timely statistical reports to various stakeholders
- Proficiency in MS Office suite- Excel, MS Project, PowerPoint, Teams
- Knowledge of JADE, GPI, and Charlemagne, would be an asset
- Proven ability as a team leader capable of motivating others and achieving goals
- Effective presentation and facilitation skills
- Ability to work effectively with others under pressure and within time constraints
- Demonstrated listening skills and ability to be empathetic and compassionate
- Proven analytical skills

To view job description as outlined in the classification plan [click here](#)

Interested candidates should send their letter of interest and curriculum vitae to [jobs@emsb.gc.ca](mailto:jobs@emsb.gc.ca) to the attention of Ms. Ann Watson, Director of the Human Resources Department, **by Friday July 19 by 4:00 p.m.**

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

Only candidates chosen for an interview will be contacted by the English Montreal School Board.

Tests may be administered in order to assess candidates' skills.

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.