



## SUMMER SCHOOL COORDINATOR

The Sir Wilfrid Laurier School Board is the third largest English school board of the Province of Québec. Its territory comprises the administrative regions of Laval, Lanaudière and the Laurentians. It provides preschool, elementary, secondary, adult education and vocational education services to over 15,000 students in 35 schools and 5 centres, as well as business services (Services aux entreprises) and professional development training. We are currently seeking to hire a dynamic, innovative, engaging and committed individual with a strong sense of leadership to occupy the position of Summer School Coordinator at Laval Junior Academy.

**REPORTS TO:** The Director of Pedagogical Services

### **DUTIES AND RESPONSIBILITIES:**

The Summer School Coordinator is responsible for the organization and administration of the Sir Wilfrid Laurier Summer School in conjunction with Pedagogical Services.

The position of Summer School Coordinator entails responsibility for the management, from both the administrative and pedagogical aspects, of all programs and resources of the summer school in accordance with the Education Act and also the responsibilities defined by the board.

In general, this position includes the following responsibilities:

- Develop summer school brochure, and examination schedule;
- Determine staffing needs;
- Hire staff including teachers, secretaries, supervisors, and technicians according to school board policies and procedures;
- Supervise and evaluate the summer school staff;
- Act as liaison with the regular school building principal;
- Coordinate on-line and on-site registration;
- Administer and monitor a self-sustaining summer school budget;
- Determine and order classroom materials prior to the start of summer school;
- Evaluate and write a summer school report on enrollment, courses, budget, marks, etc.;
- Perform other tasks as assigned by the Director of Pedagogical Services.

### **MINIMUM QUALIFICATIONS:**

- A permanent teaching certificate issued by the Ministère de l'Éducation et de l'Enseignement supérieur (MEES);
- A mastery of the English language and a working knowledge of the French language;
- Must be proficient in the use of computer technology.

### **OTHER CONSIDERATIONS:**

- Strong interpersonal skills;
- Summer school experience;
- Good oral and written communication skills;
- Recognized as a good teacher;
- Proven ability to work collegially within a team.

The School Board reserves the right to determine whether the admission criteria are met in whole or in part.

(See reverse for more details)

**STARTING DATE:** May 27, 2019

**SALARY AND WORKING CONDITIONS:**

Summer school preparation duties will be required on a part-time basis until the end of June. Full-time duties start on or about July 2, 2019 and continue to August 9, 2019.

Salary to be determined upon experience.

**DOCUMENTS REQUIRED:**

- Letter of interest of no more than one page;
- Curriculum vitae;
- The name, address, telephone number and title of two references.

**CLOSING DATE:** before 4:00 pm, April 22, 2019

**APPLY TO:**

The Human Resources Department by e-mail to [cdurocher@swlauriersb.qc.ca](mailto:cdurocher@swlauriersb.qc.ca) or by fax to 450 965-9736. Should you send your application via internal mail, please ensure that the courier schedule will enable your application to be received by the Human Resources Department prior to the closing date. You may confirm receipt of your application via e-mail or by contacting Ms. Chelsea Durocher at 450 621-5600, ext.1323.

*The Sir Wilfrid Laurier School Board has implemented an Equal Access Employment program and encouraged applications from women, Aboriginal peoples, members of visible and ethnic minorities, and handicapped persons.*

*The school board reserves the right to determine whether the position requirements are met in whole or in part, and only those retained for an interview will be contacted.*