



COMMISSION SCOLAIRE EASTERN SHORES EASTERN SHORES SCHOOL BOARD

DÉPARTEMENT DES RESSOURCES HUMAINES HUMAN RESOURCES DEPARTMENT Internal/External

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Eastern Shores School Board is currently seeking application for the following position:

COUNSELLOR IN ACADEMIC TRAINING **100% Supernumerary position (35 hours per week)** **At Grosse Isle High School** **448 Chemin Principal, Grosse Isle, QC** **Effective October 10, 2017 to June 22, 2018**

NATURE OF THE WORK

The position of counsellor in academic training encompasses, in particular, responsibility for helping, evaluating, advising and guiding students in the youth and adult sectors in developing their career plans and in choosing an educational path suited to their personal characteristics.

SOME CHARACTERISTIC DUTIES

- The counsellor in academic training participates in developing and implementing an academic and vocational guidance service that meets the academic and administrative requirements of both the educational institutions and the school board.
- He or she evaluates students (individual or group meetings) with respect to their interests, personality, professional experiences and personal needs, using appropriate methods, direct observations and information provided by teachers and other school resources and, where applicable, parents.
- Through individual or group counselling sessions, he or she helps a student to carry out a self-analysis and to build an overall image of himself or herself, explore and clarify his or her situation and determine personal and professional goals, grasp the information received, understand, assume and overcome his or her personal and social problems.
- He or she provides support to students in their search for means aimed at enabling them to overcome the difficulties associated with their education plan and their social and employment integration.
- He or she provides information and advice to parents on the measures required to provide help and guidance to the student in defining and carrying out his or her educational and career objectives.
- He or she contributes to the screening and identification of students experiencing difficulties, using an approach focussing on prevention and intervention; he or she works with a multidisciplinary team to draw up and review a student's individualized education plan by including his or her action plan in the plan, if necessary; he or she participates in defining intervention objectives and means; he or she works with other team members to ensure concerted and coordinated interventions and assess the achievement of objectives.
- He or she advises management staff, prepares expertise, evaluation, progress and end-of-process reports and formulates appropriate recommendations to support decision making.
- He or she acts as resource person for the guidance-oriented approach, he or she gives advice to school resources, provides them with documentation, suggests activities that enable them to identify variables contributing to the student's personal, academic and professional progress.
- He or she plans, organizes and delivers academic and vocational information activities dealing with training program requirements, professions and market trends; he or she coordinates and assumes the activities of the documentation centre related to his or her specialty, ensures the purchase and update of specialized reference materials (magazines, CD-ROM, software or others) and provides support to the students and staff using them.
- He or she establishes and maintains relationships and collaboration with representatives of the labour market and of other organizations that could be involved in providing academic and vocational guidance to students.
- He or she prepares and updates files according to the rules defined by the school board; he or she prepares progress notes or reports as well as end-of-process and follow-up reports on his or her interventions.

QUALIFICATIONS REQUIRED

A bachelor's degree in an appropriate specialty, notably guidance counselling

Experience work with youth

Understanding of the local context as well as the local labour market

Knowledge of bursary opportunities and post-secondary programs

An understanding of Quebec Education System

Ability to create partnerships between the school, local organizations and businesses.

Interested candidates should submit their application in writing by **September 28, 2017** to:

Human Resources – Eastern Shores School Board

Email: job.opportunity@essb.qc.ca