



**COMMISSION SCOLAIRE EASTERN SHORES  
EASTERN SHORES SCHOOL BOARD**  
40, rue Mountsorrel, C.P. 500, New Carlisle (Québec) G0C 1Z0  
Téléphone: 418-752-2247 télécopieur: 418-752-6447

<p>The Eastern Shores School Board is seeking applications from interested candidates for the following position: <b>1.1.11 SPECIAL EDUCATION TECHNICIAN</b></p>	<p><b>JOB POSTING:</b> <b># NCHS-S17-08</b></p>
<p><b><u>Nature of the work</u></b></p>	<p><b><u>Internal/External</u></b></p>
<p>The principal and customary work of an employee in this class of employment consists in working with a multidisciplinary team to apply special education techniques and methods in keeping with an individualized education plan intended for handicapped students or students with social maladjustments or learning difficulties or in keeping with a program designed for students requiring specific support.</p>	<p><b>Date of posting:</b> <b>October 12, 2017</b></p>
<p><b><u>Characteristic functions</u></b></p>	<p>The Eastern Shores School Board is seeking applications from interested candidates for the following position:</p>
<p>Under the responsibility of the school administration and in conjunction with the multidisciplinary team, he or she participates in developing and drawing up an individualized education plan; selects the measures designed to attain the objectives determined, develops his or her action plan and applies the measures; assesses whether the objectives were attained and participates in evaluating the plan.</p>	<p><b>(4207)</b> <b>Special Education Technician</b></p>
<p>He or she prepares, organizes and conducts educational or pedagogical support activities as well as cultural, recreational and sports activities designed to develop social, cognitive, psycho-motor, communication or other skills; selects, prepares and, if necessary, ensures that the necessary material is adapted or constructed for these activities. He or she works with other staff to determine and carry out other educational activities, such as the organization and supervision of practicums in the workplace.</p>	<p><b><u>Status</u></b> <b>Regular Part-Time</b></p>
<p>He or she helps students with learning activities in class. Within his or her competence, the employee helps a student to read and write and provides him or her with needed explanations; helps him or her with lessons and homework.</p>	<p><b>At :</b> <b>New Carlisle High School 177, boul. Gérard D.Lévesque New Carlisle, QC G0C 1Z0</b></p>
<p>He or she observes situations and works with students reacting to their environment; counsels them; applies to students in crisis situations intervention techniques conducive to calm and order; coaches them in their behavior modification process; provides support to the teacher so as to ensure an environment conducive to learning in the classroom.</p>	<p><b><u>Immediate Superior's :</u></b> <b>Principal</b></p>
<p>He or she applies communication techniques adapted to student needs. He or she informs students of the various disorders or dependencies and, if necessary, meets with them to provide them with advice, help or referrals to specialized resources.</p>	<p><b><u>Workload:</u></b> <b>25 hours per week</b></p>
<p>He or she supervises students who, following a sanction, must receive instruction in another room; helps them with their schoolwork; determines with the students concerned and with the staff involved in intervention efforts the conditions for reintegrating the classroom.</p>	<p><b><u>Work Schedule:</u></b> <b>Monday to Friday 5 hours per day</b></p>
<p>He or she may be required to accompany students with special needs on the arrival and departure of school buses.</p>	<p><b><u>Hourly Rate:</u></b> <b>\$23.04 - \$32.38 per hour</b></p>
<p>He or she records his or her observations and interventions, keeps files and prepares reports on a student's situation.</p>	<p><b><u>Starting:</u></b> <b>October 26, 2017</b></p>
<p>He or she works, where necessary, with youth protection organizations and external interveners in matters pertaining, in particular, to parental abuse or negligence; where applicable, helps the school administration to conduct student searches.</p>	<p><b><u>Ending:</u></b> <b>June 22, 2018</b></p>
<p>He or she meets with students, parents and teachers to provide them with advice, information and pertinent documents and referrals.</p>	<p><b><u>Deadline for application:</u></b> <b>October 25, 2017</b></p>
<p>If necessary, he or she administers medication according to medical requirements and the school policy in effect and to the parents' instructions; administers first aid.</p>	
<p>He or she may be required to use a computer and the necessary software to perform his or her duties.</p>	
<p>He or she may be required to train less experienced technicians as well as coordinate the work of support staff in performing duties related to the implementation of programs involving technical operations for which he or she is responsible. If need be, he or she performs any other related duty.</p>	
<p><b><u>Required qualifications</u></b> <b><u>Schooling</u></b> Hold a Diploma of College Studies in Special Care Counselling or a diploma or an attestation of studies recognized as equivalent by the competent authority. <b><u>Other requirements</u></b> Hold a certificate dated no more than three (3) years attesting to the successful completion of: 1. a standard first aid course of a minimum eight (8)-hour duration; 2. a refresher course of a minimum six (6)-hour duration updating the skills acquired in the course mentioned in subparagraph 1.</p>	

**Please send applications to: [job.opportunity@essb.qc.ca](mailto:job.opportunity@essb.qc.ca)**

Eastern Shores School Board is committed to equal access to employment and encourages applications from Women, Aboriginal peoples, visible minorities, ethnic minorities and persons with disabilities. ESSB will only contact the candidates selected for interviews.