



COMMISSION SCOLAIRE EASTERN SHORES EASTERN SHORES SCHOOL BOARD

DÉPARTEMENT DES RESSOURCES HUMAINES
HUMAN RESOURCES DEPARTMENT

Internal/External

October 25, 2017

Posting#: [GRHS P17/18-11](#)

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

PRESCHOOL EDUCATION CONSULTANT

At Grosse Isle High School

20 hours per week (Supernumerary -15025)

Effective November 20, 2017 to June 22, 2018

NATURE OF THE WORK

The position of preschool education consultant encompasses, in particular, responsibility for providing advice, information, awareness building, facilitation and guidance to parents of 4-year-olds so as to encourage parents to become involved and to support them in their parenting skills for the integral development, success and harmonious integration of their child in school; the preschool education consultant provides advice and support to those conducting an activity program intended for 4-year-olds.

SOME CHARACTERISTIC DUTIES

- The preschool education consultant participates in the development and delivery of the Passe-Partout program, while respecting the academic and administrative requirements of both the educational institutions and the school board.
- He or she organizes and promotes the program with the school administration as well as recruits and helps to enroll children.
- He or she ensures the organization, planning and conducting of group meetings with parents of 4-year-old children so as to make them aware, involve them and support them in their parental role with respect to the overall development of their child for enhanced school performance; he or she assesses the needs and identifies the themes, designs and develops adapted activities and materials; he or she researches, selects and prepares the content for the organization of thematic meetings.
- He or she provides support, help and advice to parents; he or she takes stock of the necessary tools and provides them to parents to assist them in fostering, in their child, attitudes and practices that will enable him or her to develop and succeed in school.
- He or she ensures that a variety of activities are offered to stimulate 4-year-old children, socializes them and prepares their school integration; he or she assesses the effectiveness and relevance of the children's activities; he or she participates, together with resources, in leading workshops for children and their parents or with children only; he or she prepares observation grids and participates in the early detection of certain shortcomings, requests support from a professional or refers the parent to external resources.
- He or she provides information and advice to the school administration on any problem concerning children so as to facilitate the screening process and define the follow-up procedure.
- He or she facilitates the family-school transition by promoting positive values about the school during the delivery of activities.
- Fosters a relationship with local day care services and parents of children 04 within the school territory.
- Coordinates and develops thematic days in link with early literacy and parental education.

QUALIFICATIONS REQUIRED

A bachelor's degree in an appropriate specialty, notably:

- Psychology; education;
- Social work; - psychoeducation

Interested candidates should submit their application in writing by **November 14, 2017** to

Human Resources – Eastern Shores School Board

Email: 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.