



The Eastern Shores School Board is seeking applications from interested candidates for the following position: **SCHOOL ORGANIZATION TECHNICIAN (4215)**

POSTING #	ESSB-S24-02	REVISED
WORKPLACE	Eastern Shores School Board (Head Office) 40 Rue Mountsorrel New Carlisle, QC G0C 1Z0	
WORKLOAD	17.50 hrs per week	
WORK SCHEDULE	Monday to Friday (schedule to be determined)	
HOURLY RATE	Between \$25.96 and \$33.58	
IMMEDIATE SUPERIOR	Director of Transportation and School Organization	
START DATE	Immediately	
DATE OF POSTING	July 17, 2024	
DEADLINE FOR APPLICATIONS	August 9, 2024 (4:00 PM)	

NATURE OF THE WORK

The principal and customary work of an employee in this class of employment consists in preparing, in conjunction with the administration, the school or centre timetable and other schedules, such as the exam schedule based on, among other things, rationalization and efficiency criteria as well as adapting and applying the procedures required for the organization of administrative operations: student registration, declaration of student enrolment, exams, preparation of report cards and certification of studies, and the summer course schedule. This represents approximately 80% of the nature of the work.

CHARACTERISTIC FUNCTIONS

You can find the characteristic functions in the Classification Plan at this address:

<https://cpn.gouv.qc.ca/cpnca/en/negotiations/plan-de-classification/personnel-de-soutien/> (p.22)

REQUIRED QUALIFICATIONS

Hold a Diploma of College Studies in *Techniques de l'administration générale* (Business Administration) or *Technique de bureautique* (Office Automation). Applications combining another Diploma of College Studies with experience in a school board will also be considered.

OTHER REQUIREMENTS

- Strong oral and written communication skills in English; French communication skills an asset.
- Proficiency in Microsoft Office
- Two years of relevant experience.
- Database knowledge is an asset.

Interested candidates should forward their curriculum vitae, indicating in the subject the posting number, **ESSB-S24-02** to 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.

