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| <b>POSITION:</b>           | <b>SCHOOL ORGANISATION TECHNICIANS (2 POSITIONS)</b>              |
| <b>DEPARTMENT:</b>         | <b>EDUCATION SERVICES</b>   |
| <b>COMPETITION NUMBER:</b> | <b>TECHORG1909-01</b>   |
| <b>LOCATION:</b>           | <b>KUUJJUAQ, TEMPORARILY ASSIGNED TO MONTREAL UNTIL JUNE 2020</b> |
| <b>STATUS:</b>             | <b>REGULAR FULL-TIME POSITION</b>                                 |
| <b>STARTING DATE:</b>      | <b>SEPTEMBER 2019</b>   |

*Kativik Ilisarniliriniq is a school board offering educational services in the 14 communities of Nunavik.*

**NATURE OF THE WORK:**

Reporting to the Director of Education Services, the main role of the School Organization Technician is, in collaboration with the principal, to develop schedules and other grids such as examination schedules and to adapt and apply the procedures required to organize administrative operations such as student enrolment, school population monitoring, examinations, preparing report cards and study sanctions, as well as scheduling summer courses where applicable.

**Characteristic assignments**

- The technician will assist in the collection and analysis of information required for administrative operations related to certification of studies.
- The technician prepares the timetables, taking relevant factors into account.
- Using appropriate software, the technician performs analyses, extractions, specific operations and reports to monitor or comply with the procedure for such matters as student population monitoring, report card production and certification of studies, financing, accounting, budget, student overruns, permanent student codes, student absences, substitute teachers, school transportation, failures and various other lists or reports to be forwarded, in particular, to the Ministry. Maintains student records.
- The technician provides the training and support required regarding the procedures related to school organization and the use of various software programs to the people involved in these operations. He may be called upon to respond to requests for information from other stakeholders in the school, school board or parents.
- He may be called upon to initiate less experienced technicians as well as to coordinate the work of support staff in the tasks performed by these employees with respect to the implementation of the technical operations programs for which he is responsible.
- He performs any other related tasks, as required.

**QUALIFICATIONS:**

Hold a college diploma in general administration techniques or other techniques specific to each job class, or other techniques with specialization specific to job class, or hold a diploma or certificate of studies whose equivalence is recognized by the appropriate authority.

*The Board may, at its discretion, waive any or all of the afore-mentioned qualifications if it finds a suitable candidate who is a beneficiary of the James Bay and Northern Québec Agreement (JBNQA) and who accepts, as a condition of employment, to follow a training plan determined by the Board.*

**REQUIREMENTS:**

- 2 years of relevant experience
- Thorough knowledge of GRICS software (GPI, SPI, JADE, Charlemagne) and DASH
- Bilingual (French and English) Thorough knowledge of Access and the GRICS-GRH system

**WORKING HOURS:** Monday to Friday, 35 hours/week.

**CLASSIFICATION / SALARY / BENEFITS:**

In accordance with the SPPOM collective agreement for support staff / From \$22.23 to \$29.05/hour depending on qualification and experience.

**In addition to salary, you may be eligible to other benefits such as:**

- 20 days of annual vacation
- 2 weeks of vacation during Holiday season

**and, when applicable, other benefits such as:**

- Summer schedule
- Housing
- Northern/Southern allowance
- Social trips
- Food cargo

**All benefits are prorated based on the percentage of the task.**

**DEADLINE FOR APPLICATION IS: 4:00 pm, September 19<sup>th</sup>, 2019**

**SEND APPLICATION BY EMAIL TO:**

**[professionnels@kativik.qc.ca](mailto:professionnels@kativik.qc.ca)**

**You must indicate TECHORG1909-01 in the subject of the e-mail.**

**Human Resources  
KATIVIK ILISARNILIRINIQ**

**Only those candidates under consideration will be contacted.**