



POSITION:	ASSISTANT DIRECTOR
DEPARTMENT:	SCHOOL OPERATIONS
COMPETITION NUMBER:	ADIROP2003-02
LOCATION:	KUUJJUAQ
STATUS:	REGULAR FULL-TIME POSITION
STARTING DATE:	APRIL 2020

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

FUNCTION & DUTIES:

Reporting to the Director of School Operations, the Assistant Director assists in the management and operation of the schools. Main activities of the position include:

- Participate in drawing-up the School Board policies for the programs of School Operations;
- Providing expertise to all school administrators so as to promote the optimal management of the schools;
- Involvement in the recruitment, hiring, supervision and evaluation of school administrators;
- Participate in the planning and implementation of school organization and staff allocations;
- Liaison with Education Services in matters related to curriculum and student evaluation;
- Management of student files and records, electronic attendance and the transmission of student information to MEES;
- Oversight of school financial transactions and administrative tasks;
- Participate in the planning and preparation of the department annual budget;
- Assist with School Operations Strategic Action Plan;
- Provide expertise and support to schools with their School Success Plan;
- Perform any other compatible duties as required by the Director of School Operations.

QUALIFICATIONS:

- 1st cycle university degree in an appropriate field of studies certifying a university studies program of at least three years or hold a senior executive or management position, whose minimum qualifications require to have a 1st cycle university degree, in a school board.
- Hold a permanent teaching diploma issued by the ministre de l'Éducation du Québec.
- Six years of relevant experience.

The Board may, at its discretion, waive any or all of the aforementioned qualification requirements if it finds a suitable candidate who is a beneficiary of the James Bay and Northern Québec Agreement and who accepts, as a condition of employment, to follow a training plan determined by the Board

REQUIREMENTS:

- Experience as a School Administrator in Nunavik is considered an asset;
- Proven analytical, decision making and leadership abilities;
- Thorough knowledge of Quebec education system and Board curriculum and current practices;
- Excellent written and oral communication skills in two of the three official languages of the Board; (Inuktitut, English, French);
- Availability to travel frequently to Nunavik Schools.

CLASSIFICATION / SALARY / BENEFITS:

Class 9* as per the KI working conditions of managers: from \$89 924 to \$119 896 annually depending on qualifications and experience.

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

- 25 days of annual vacation
- Up to 10 recuperation days
- 2 weeks of vacation during Holiday season

and, when applicable, other benefits such as:

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

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

DEADLINE FOR APPLICATION IS: 4:00 pm, March 31, 2020

SEND APPLICATION BY EMAIL TO:

management@kativik.qc.ca

You must indicate ADIROP2003-02 in the subject of the e-mail.

**Human Resources
Kativik Ilisarniliriniq**

Only those candidates under consideration will be contacted.