



POSITION:	SCHOOL ORGANIZATION TECHNICIAN
DEPARTMENT:	SCHOOL OPERATIONS
COMPETITION NUMBER:	TECHORGSCHOPS1909-02
LOCATION:	KUUJJUAQ
STATUS:	FULL-TIME REPLACEMENT POSITION
DURATION:	SEPTEMBER 2019 UNTIL THE RETURN OF THE INCUMBENT

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

NATURE OF THE WORK:

Under the supervision of the Coordinator of Schools the technician will be involved in all technical aspects of school organization.

Specifically, the employee will assist in the gathering, analysis and preparation of information necessary for administrative operations such as: student registration, declaration of student enrolment and certification of studies.

- Preparation, verification, update and transmission of data and the creation of reports to be forwarded, in particular, to the Ministry in matters such as: updating student records, management of student enrolment, scheduling, report cards, certification of studies, student permanent codes, student absences
- Provides guidance and support to the principals in matters pertaining to school organization procedures and various software to those involved in these operations.
- Responds to specific information requests from fellow staff in the school, the school board or parents
- 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, performs any other related duty

QUALIFICATIONS:

Hold a Diploma a diploma or an attestation of studies recognized as equivalent by the competent authority in a related field such as Business Administration, Computer Studies or Office Management or the equivalent

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
- Expertise with the Ministry platforms (Ariane, Charlemagne) and any student information software, especially DASH.
- Bilingual (French and English)

WORK SCHEDULE: Monday to Friday, 35 hours/week.

CLASSIFICATION / SALARY / BENEFITS:

In accordance with the AENQ collective agreement for support staff / from \$22.23 to \$29.05 an 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 allowance
- Social trips
- Food cargo

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

DEADLINE FOR APPLICATION IS: 4:00 pm, September 19th, 2019

SEND APPLICATION BY EMAIL TO:

soutien@kativik.qc.ca

You must indicate TECHORGSCHOPS1909-02 in the subject of the e-mail.

**Human Resources
Kativik Ilisarniliriniq**

Only those candidates under consideration will be contacted.