



|                         |   |
|-------------------------|---|
| <b>POSITION:</b>        | <b>COORDINATOR</b>                              |
| <b>DEPARTMENT:</b>      | <b>COMPLEMENTARY AND COMPASSIONATE SERVICES</b> |
| <b>COMPETITION NO.:</b> | <b>COORDCOMPL2205-01</b>                        |
| <b>LOCATION:</b>        | <b>KUUJJUAQ</b>                                 |
| <b>STATUS:</b>          | <b>TEMPORARY FULL-TIME POSITION</b>             |
| <b>DURATION:</b>        | <b>FROM JUNE 2022 TO APRIL 2024</b>             |

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

#### **FUNCTION & DUTIES:**

Under the supervision of the Assistant Director of Psychosocial Support and Services, the Coordinator is responsible for coordinating one or several programs and activities relating to school adjustment, academic guidance, psychology, remedial teaching, psychoeducation, social services, health services, and relating to the student's responsibilities and participation in educational life. The job consists in assuming a consulting and functional expertise role with the school board's managers to promote the optimal management of complementary services for the success of the student.

The Coordinator will also:

- Coordinate the needs of the Student Support Professionals from each school;
- In collaboration with the Regional Student Counsellors, provide support to local Student Counsellors;
- Coordinate all operations relating to the availability of complementary services
- Develop guidelines and programs for optimal use of the available funds;
- Develop support guidelines for students at-risk using Social Emotional Learning methods;
- Collaborate, as appropriate, with the school administrations on contingency plans and service models relating to complementary services and education for at-risk, in difficulty or disabled students;
- Coordinate the management of operations related to the classification of students who require complementary services;
- Coordinate the development, implementation, and improvement of the complementary services' management tools tailored to the needs of institutions;
- Assist the managers in the schools and administrative units of the school board
- Take the department meetings' minutes and forward them to the people concerned;
- Update the Google Drive database, if necessary;
- Organize, prepare and support any training course offered by the Complementary Services' personnel (travel arrangements, accommodation, travail claims, etc.);
- Prepare the material to be distributed in the schools;
- Update the list of materials and equipment to be sent to teams in the schools.

#### **QUALIFICATIONS:**

- Undergraduate degree in a relevant field of study certifying a minimum three-year university program or hold a senior executive or senior staff position in a school board for which an undergraduate degree is required under the minimum qualifications;
- Five years of relevant experience.

*The Board may, at its discretion, waive any or all of the aforementioned 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.*

#### **CLASSIFICATION / SALARY / BENEFITS:**

Class 00-07\* as per the working conditions of managers, from \$79,447 to \$105,927 annually depending on qualifications and experience.

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

- 30 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, May 31<sup>st</sup> 2022**

**SEND APPLICATION BY EMAIL TO: [applications@kativik.qc.ca](mailto:applications@kativik.qc.ca)**

**You must indicate COORDCOMPL2205-01 in the subject of the e-mail.**

**Human Resources  
Kativik Ilisarniliriniq**

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