



POSITION:	CENTRE DIRECTOR
DEPARTMENT:	GENERAL ADMINISTRATION
SALARY:	FROM \$84,166 TO \$112,219 DEPENDING ON EXPERIENCE AND QUALIFICATIONS
COMPETITION NUMBER:	CD/2211-04
LOCATION:	NUNAVIK
STATUS:	FULL-TIME AND FULL-TIME REPLACEMENT
STARTING DATE:	DECEMBER 2022

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

The incumbent of this position assumes responsibility for the management of the adult sector students residence and education centre.

FUNCTION & DUTIES:

Under the supervision of the Assistant Director General, the Centre Director is the senior administrator of the Board in his/her community and is responsible for all aspects of the organization and administration of the community school and its related services. Other duties include:

- Responsible for the implementation of Board and local policy as determined by the Commissioners and their local Education Committee
- Is the liaison between the community and the Board
- Responsible for the organization and supervision of the physical plant including school, residences, shops, warehouse, vehicles and equipment
- Is the Secretary-Treasurer of the local Education Committee
- Is responsible for all aspects of the organization and administration of Board activities within his/her community.

QUALIFICATIONS:

Undergraduate degree in a relevant field of study certifying a minimum three (3)-year university program or hold a senior or senior executive staff position, excluding a position as manager, in a board.

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:

- A minimum of three (3) years of experience in the field of administration or education or equivalent relevant experience recognized by the Board
- Fluency in Inuktitut and either French or English
- Must have been a full-time resident of an Inuit community of Nunavik for at least ten (10) years
- An understanding of the Quebec Education system and Chapter 17 of the James Bay and Northern Quebec Agreement is an asset.

CLASSIFICATION / SALARY / BENEFITS:

Class 00-08 as per the working conditions of managers at KI: from \$84,166 to \$112,219 annually depending on qualifications and experience.

<p>In addition to salary, you <u>may</u> be eligible to benefits such as:</p> <ul style="list-style-type: none"> • 30 days paid vacation • Up to 10 paid recuperation days • 2-week paid holiday period • Free parking • Employee and Family Assistance Program • Career development opportunities • Hybrid work schedule 	<p>and, <u>when applicable</u>, other benefits such as:</p> <ul style="list-style-type: none"> • Summer schedule • Northern premium • Food transportation allocation • Paid relocation benefits • Retention and attraction premium • Up to three (3) round trips to and from Nunavik
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DEADLINE FOR APPLICATION: December 1st, 2022, at 4 PM

To apply:

- 1) Visit our career website (<https://career.kativik.qc.ca/>) and click on “Apply”, OR
- 2) Send your CV to applications@kativik.qc.ca and indicate **CD/2211-04** in the subject of the e-mail.

Only the candidates under consideration will be contacted.