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for a new world tomorrow

SCHOOL ORGANIZATION TECHNICIAN - 4215 (PART TIME)

UNIONIZED POSITION

I - IDENTIFICATION OF THE POSITION

- Job category: Technical Support
- Immediate supervisor: Director, Academic Support Services
- Part time (17,5 hours / week)
- Number of people supervised: 0

II - BRIEF JOB DESCRIPTION

Apply techniques and procedures related to the organization and performance of educational activities, particularly in the following fields: student registration and admission, programming schedules, management of COBA Pedagogy software, publication of report cards, various transmissions to the MEES and other bodies.

III - DETAILED TASK DESCRIPTION

Main tasks:

- Receive the people who visit your administrative unit, provide information within your competence or refer them to the person concerned.
- Answer and effectively manage phone calls directed to your administrative unit, including calls to parents if documents are not in order for admission (analysis of cases and admissions during the year, communications with parents, helping parents with eligibility certificates [Bill 101], etc.).
- Generate pedagogical information (course selection, registrations, admissions).
- Actively participate in all processes related to admissions (open house, exam sessions).
- Actively participate in all processes related to re-enrolments (packages, options, forms, etc.).
- Prepare, adjust and distribute student supervisors' schedules.
- Actively participate in updating digital platforms.
- Update and post external communications to clients on the portal.

Other tasks:

- Contribute to the preparation of the master schedule and ensure all administrative operations in the different modules of the COBA Pedagogy system.
- Order and proceed with registration of students for the MEES examinations and transmit the results.
- Apply the procedures related to the CHARLEMAGNE and ARIANE systems, make the changes in the students' records and proceed with the required transmissions. . Transmit the Secondary 5 students' 2nd and 3rd stage school results to SRAM and SRAQ.
Carry out all administrative tasks related to school attendance: applications, registrations, compilation of statistics.
- Provide technical assistance to management staff, non-teaching staff and teaching staff concerning COBA Pedagogy and provide training to new employees as needed (register of grades, portal). Participate in updates of the COBA Pedagogy software.
- Carry out all stages of report card generation for every stage of the school year and file and archive report cards when applicable. Maintain management of paper and electronic documents concerning the various communications related to the department's schedules, admission and other activities.
- Recover the MEES transcripts for each of our students, file them in each record and ensure that the June and August results appear on the transcripts. In case of error, make the necessary corrections with the MEES.
- Prepare the daily deposit to be turned over to the Finance Department.
Perform any other profile-related task as requested by the immediate supervisor

IV – DECISION-MAKING

- Individual: Upon the immediate supervisor's approval, weekly organization of the work in accordance with the known deadlines.
- Group: Upon the immediate supervisor's approval, concerning the various schedules used during the year.

RECOMMENDATIONS:

- To the immediate supervisor.

V – DEVELOPMENT OF KNOWLEDGE AND TECHNICAL KNOWLEDGE

- Ad hoc and/or ongoing professional development
- COBA and Charlemagne pedagogical management software and MELS info-sanctions.

VI – EQUIPMENT, TOOLS, DEVICES AND MATERIALS USED

- Computers and peripherals, telephone, scanner, Internet

VII – QUALIFICATIONS REQUIRED

- College-level diploma in administration or any equivalent training.
- 3 to 6 months' experience in a similar position.
- Communication skills and excellent sense of client service and team work.
- Ability to manage several issues at once and work under pressure.
- Diplomacy, discretion, thoroughness and attention to detail.

- Proficiency using the Microsoft Office suite (Word, Excel, PowerPoint, Outlook).
- Fluency in French and English, both spoken and written.

If you are interested in this position, please email a letter of intent with your resume to the following address: loyatm@villamaria.qc.ca, before September 8, 2020.