



COMMISSION SCOLAIRE CENTRAL QUÉBEC
CENTRAL QUÉBEC SCHOOL BOARD

Approved minutes of the special meeting of the Council of Commissioners of the Central Québec School Board held on Friday, April 4, 2014 at 5:00 p.m. at the Board Office, 2046, chemin St-Louis, Québec (Québec) G1T 1P4.

Present:	Darlene Brown	Commissioner (by telephone)
	Stephen Burke	Chairman
	Heather Clibbon-Coté	Commissioner (by telephone)
	Chantal Guay	Commissioner (by telephone)
	Wyna Marois	Commissioner (by telephone)
	Esther Paradis	Commissioner (by telephone)
	Jean Robert	Vice-Chairman (by telephone)
	Jo Rosenhek	Commissioner (by telephone)
	Marielle Stewart	Director General
	Jo-Ann Toulouse	Commissioner (by telephone)
	Marie-Soleil Tremblay	Commissioner (by telephone)
	Edward Vining	Commissioner (by telephone)
	Aline Visser	Commissioner (by telephone)
Absent:	Isabel Béland	Parent-commissioner
	Marie-Claude Doucet	Commissioner
	Debbie Ford-Caron	Commissioner
	Kevin Jack	Commissioner
	Robert Lemelin	Commissioner
	Stephen Nellis	Parent-commissioner
	Robert Vallières	Commissioner
In attendance:	Pierrette Laliberté	Director of Human Resources
	Patti L. Moore	Secretary General

14-04A.01 **Call to order**

The Chairman called the meeting to order at 5:01 p.m.

It was noted that the Chairman, the Director General, the Director of Human Resources and the Secretary General were present at the Board Office and that there was quorum.

14-04A.02 **Approval of the agenda**

It was MOVED by J.-A. Toulouse, SECONDED by A. Visser and UNANIMOUSLY RESOLVED, that the agenda be approved as circulated.

14-04A.03 **Public question period**

No questions were asked.

14-04A.04

Recommendation from the Selection Committee - Replacement of the Director General

WHEREAS at the February 18, 2014 special meeting, the Council of Commissioners approved, with regret, the retirement of the incumbent Director General effective July 15, 2014;

WHEREAS at the February 18, 2014 special meeting a Selection Committee was formed composed of the Chairman, the Vice-Chairman and the following commissioners: E. Paradis, A. Visser and J. Rosenhek;

WHEREAS at the February 18, 2014 special meeting the Council of Commissioners accepted the revised job description and job posting for the position of Director General;

WHEREAS the position was posted, interviews were held March 31, 2014 and the Selection Committee has prepared a recommendation to the Council of Commissioners;

It was MOVED by J. Rosenhek, SECONDED by A. Visser and UNANIMOUSLY RESOLVED; that the Council of Commissioners accept the recommendation of the selection committee, that the Chairman be mandated to offer the position to the candidate recommended by the Selection Committee and that the name of the candidate be consigned to the minutes of the next meeting of the Council of Commissioners; and

That once the candidate has accepted the position, a public announcement be made; and

That the appointment of the new Director General will be effective as of July 16th, 2014 subject to the signing of a contract and to the working conditions established in the government regulation currently in force; and

That the Chairman be authorised to sign the contract on behalf of the School Board.

14-04A.05

Formation of a Selection Committee

WHEREAS the appointment of the Director General will cause the position of Director of Instructional Services, Adult and Vocational Education to become vacant;

WHEREAS as stipulated in the Recruitment, Selection and Hiring Policy a Selection Committee must be formed;

It was MOVED by C. Guay, SECONDED by A. Visser and UNANIMOUSLY RESOLVED; that a Selection Committee be formed for the selection of a Director of Instructional Services, Adult and Vocational Education; and

That the Selection Committee be formed of the Director General, the Director of Instructional Services as well as three Commissioners: J.-A. Toulouse, H. Clibbon-Coté, S. Burke, and that E. Paradis and J. Robert would act as alternates.

14-04A.06 Approval of a Job Description and Posting

WHEREAS the Council of Commissioners formed a Selection Committee for the position of Director of Instructional Services, Adult and Vocational Education;

WHEREAS as stipulated in the School Board's Recruitment, Selection and Hiring Policy, the Selection Committee is to review the job description;

WHEREAS it is further stipulated in the policy that the Council of Commissioners must accept the job description for the position of Director of Instructional Services, Adult and Vocational Education;

It was MOVED by A. Visser, SECONDED by J. Rosenhek and UNANIMOUSLY resolved that the Council of Commissioners accept the job description and posting for the position of Director of Instructional Services, Adult and Vocational Education as in **Appendix 1** to the minutes.

14-04A.07 Public Question Period

No questions were asked.

14-04A.08 Adjournment

The meeting adjourned at 5:12 p.m. on a MOTION by A. Visser, SECONDED by M.-S. Tremblay.

Patti L. Moore
Secretary General

Stephen Burke
Chairman

Approved on April 11, 2014.

CENTRAL QUÉBEC SCHOOL BOARD

JOB DESCRIPTION

POSITION: Director of Instructional Services
(Youth and Adult Education)

REVIEW DATE: May 24, 2011

GENERAL STATEMENT OF RESPONSIBILITIES AND DUTIES:

Under the direction of the Director General, the position of director of instructional services entails responsibility for all the programs and activities pertaining to the management of one or more instructional services (youth and adult education) of the school board.

The position includes, in particular, responsibility for all the programs and activities pertaining to teaching methods and programs, programs of study as well as measurement and evaluation of student achievement.

The position requires consistent communication and active participation on educational committees across the province. These include committees set up by the MELS/SSCAAAPN, the ADGESBQ as well as committees in the "Capitale-Nationale et de la "Chaudière-Appalaches" region (region 03-12). This position entails visits to schools and centre to offer guidance and support to School Principals, Center Director & Vice-Principals on various pedagogical matters.

The position consists in playing a key role in providing advice and expertise to the director general and to all the administrators of the school board so as to promote the optimal management of educational resources.

ESSENTIAL FUNCTIONS: Essential and other important responsibilities and duties may include, but not be limited to the following:

1. Develop the orientations and strategies of the school board dealing with instructional services for which the incumbent is responsible and, where applicable, determine the annual action plan.
2. Assume the responsibility for preparing, developing, implementing and applying instructional programs, means, approaches and teaching methods; adopt the inherent evaluation and control measures.
3. Determine the standards and procedures for the evaluation of student achievement and prepare board wide examinations in selected subjects.



4. Distribute or participate in the distribution of the teaching staff, other staff and the student population among schools of the board according to policy.
5. Ensure that policies concerning student forecasts, timetables, formation of groups, enrolment, placement and promotion of students are developed.
6. Oversee the activities related to the implementation and update of the curriculum.
7. Ensure compliance with the basic school regulations, the programs of study and the procedures for the certification of studies.
8. Devise the policy pertaining to the evaluation of students and the specific examinations of the school board.
9. Propose and determine the rules governing the placement of students and their promotion from elementary to secondary school and from Cycle One to Cycle Two of the secondary level.
10. Put in place and promote consultation and cooperation measures.
11. Follow the MELS's timeline for the implementation of the QEP.
12. Determine the policies concerning school organization and assume the responsibility for the development, application and evaluation of the regulation respecting student admission and enrolment.
13. Ensure that school marks are forwarded to the MELS.
14. Create and provide management and training tools for teaching in response to the needs of the institutions.
15. Collaborate with other staff members, upon request, in developing the educational projects of the schools.
16. Support the administrators of the school board by ensuring that pertinent information is provided to them.
17. Intervene, if necessary, in the institutions and administrative units of the school board in order to assess problem situations and to find appropriate solutions.
18. Participate in defining and developing the vision, organizational values, strategic orientations, objectives and priorities.
19. Participate in developing and updating policies and by-laws and ensure that they are applied.



20. Collaborate with other staff members in preparing the staffing plan and in allocating the budget.
21. Represent the school board in instructional services matters.
22. Formulate recommendations concerning the staffing plan.
23. Select or participate in selecting staff.
24. Determine the duties; manage and motivate staff while ensuring its supervision and evaluation.
25. Develop a professional improvement and training plan for the staff of the administrative unit.
26. Ensure that information is circulated.
27. Prepare, administer and monitor the budget.
28. Identify the needs and priorities in supplies, equipment and materials as well as ensure proper inventory control.
29. Ensure that information resources are developed, applied and updated.
30. Assume any other responsibility compatible with his or her function that may be assigned to him or her by the immediate superior.

April 7, 2014

Posting #	2637
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CENTRAL QUÉBEC SCHOOL BOARD
COMMISSION SCOLAIRE CENTRAL QUÉBEC
DIRECTOR OF INSTRUCTIONAL SERVICES - YOUTH AND ADULT EDUCATION
Regular full-time position

The Central Québec School Board (CQSB) offers English-language education in the Capitale nationale, Mauricie, Saguenay-Lac St-Jean, Thetford Mines, Chibougamau and Schefferville regions. The CQSB proudly serves an elementary, secondary, adult and vocational education population of approximately 4,500 students with a total annual budget nearing 60 million dollars. The CQSB is recognized provincially as an innovative leader and offers a work environment that is both motivating and enriching.

The position of Director of Instructional Services entails the performance of all the management duties (planning, organization, supervision, control, evaluation) for all the programs and resources related to Educational Services (Youth and Adult Education).

DUTIES AND RESPONSIBILITIES

Reporting to the Director General, the Director of Instructional Services will:

- Be responsible for all management duties (planning, organization, supervision, control evaluation) for all programs, activities and resources pertaining to Instructional Services;
- Be responsible for all the programs and activities pertaining to teaching methods and programs, programs of study as well as measurement and evaluation of student achievement;
- Provide advice and expertise to the director general and to all the administrators of the school board so as to promote the optimal management of instructional services;
- Define an annual action plan, objectives and priorities inherent to the services the incumbent oversees, taking into account the strategic plan as well as the general policies of the school board;
- Establish the programs, the delegation of responsibilities, the standards and procedures as well as the assessment of results for the operation of programs under the incumbent's responsibilities;
- Oversee, monitor and evaluate the performance of personnel under the incumbent's immediate responsibility;
- Be involved in the preparation of the budget for instructional services and monitor expenses;
- Assume any other responsibility compatible with his or her function that may be assigned by the Director General.

QUALIFICATIONS:

- Undergraduate degree in a relevant field of study certifying a minimum of three-year university program or hold a senior executive or senior staff position in a school board;
- Eight years of relevant experience;
- A permanent teaching licence issued by the Minister;
- Exceptional oral and written communication skills in English and fluency in oral and written French;
- Strong educational leadership and communication skills, aware of current educational issues and trends occurring in Quebec;
- Excellent teamwork skills with the capacity to model actions that build individual leadership skills;
- Sound conflict resolution and problem-solving skills;
- Excellent management skills with a proven track record of significant accomplishments

SALARY SCALE AND WORKING CONDITIONS

In accordance with the Regulations respecting certain conditions of employment of senior staff of school boards.

APPLICATION:

Interested candidates must submit a letter of application along with their curriculum vitae in strict confidence by April 15, 2014 to:

SELECTION COMMITTEE
C/O: Ms. Pierrette Laliberté, Human Resources Director
Central Québec School Board
2046, chemin Saint-louis
Québec, Québec G1T 1P4
E-mail: lalibertep@cqsbc.qc.ca

The job description is available upon request.

The CQSB thanks all candidates for their interest; however, only those selected for an interview will be contacted.

The Central Québec School Board is an equal opportunity employer.