

COORDINATOR OF EDUCATION SERVICES (C-1)

The incumbent (coordinator of education services) performs the collective attributions of the senior staff described before, in the following fields of activities:

- instructional development and leadership: instructional support on an individual and collective basis, educational research and innovation, carrying out of professional development days, professional retraining of the teaching staff, grant for research and production of instructional material, professional and technical support to the authors and researchers;
- departmental life: work plans of the departments, interdepartmental teaching activities, support to the departmental coordinators, annual report of the activities, management of the material and financial resources;
- supervision of teaching: courses outlines, teaching evaluation, students' dissatisfactions, individual meetings, royalties policies, evaluation of learning policies, attribution of tenure, management of attendance and supply and selection committee of the teaching staff;
- study program: preparation, introduction, evaluation and development, coordination of apprenticeship and laboratories, provincial coordination committee, industrial visits, technological exhibitions and activities, school success plan, revision of the course schedule and introduction of modifications;
- registrar's office: prevision of clientele, admission, orientation, registration, transcripts and revision of marks, certification, archiving of the files, admission and granting of equivalence policies, origination and transmission of statistical data;
- teaching resources: prevision of clientele, division of duties, identification of the positions or duties to be filled, total payroll of the teachers, origination and transmission of statistical data;
- physical and technical resources: design of the master schedule and individual schedules, allocation of the classroom facilities, laboratories and teachers' offices;
- supervision of students: choice of courses, modifications of the choice of courses, withdrawal, change of program, readmission, individual informal help;
- library collection, user support services: animation (initial training in documentary research workshop, corrective maintenance, exhibitions), choice, reference, interlibrary loan, computer search service, bibliographic searching, distribution of information and technical services: acquisition, physical preparation, classifying, cataloguing, conservation, display;

- educational technology: micro-computer technology for the purpose of teaching, instructional application of the computer, audiovisual means: video productions, audiovisual library, purchases, rentals, maintenance and repair of equipments or systems, copyright law and integrated production including sound, written document, image and computer science.

The coordinator who is responsible only for one of these sectors is classified C-2 unless he is responsible for several teachers of professionals.