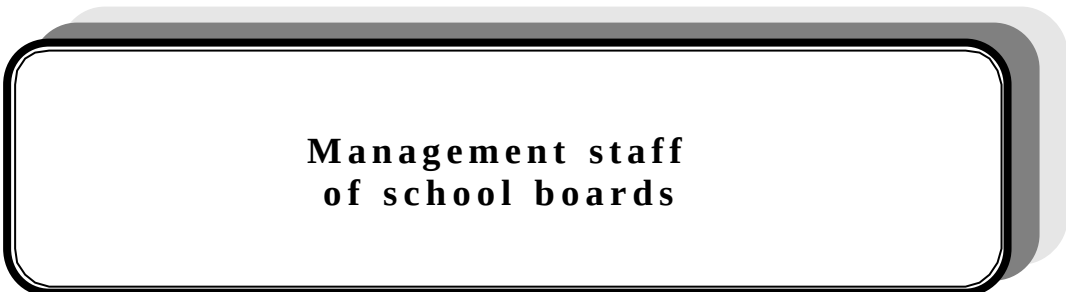


GENERIC JOB DESCRIPTIONS



**Management staff
of school boards**

**Direction générale des relations du travail
Ministère de l'Éducation**

July 2002

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GENERIC JOB DESCRIPTIONS MANAGEMENT STAFF OF SCHOOL BOARDS

INTRODUCTION

In the context of the indepth review of the classification plan for the management staff of school boards, the representatives of the Direction générale des relations du travail, the associations of administrators and the management federations are in the process of updating the generic job descriptions for the various employment groups found in the current classification plan.

The job descriptions may be modified in light of the information collected from management staff. In 2002, a questionnaire will be sent to about 2 000 administrators in the employ of school boards.

The various job descriptions are found in the following three sections:

SECTION A Senior Staff of Schools/Centres

SECTION B Senior Staff of Services

SECTION C Managerial Staff

Section A
SENIOR STAFF OF
SCHOOLS/CENTRES

PRINCIPAL (ELEMENTARY, SECONDARY)

The position of principal entails responsibility for the management, from both the administrative and pedagogical aspects, of the quality of educational services and of all the programs and resources of a school in order to foster the academic success of all students in accordance with the Education Act and the policies of the school board.

The position entails, in particular, responsibility for the management of instructional and educational matters, human, financial, material and information resources, day care services and community relations.

In general, this position includes the following responsibilities:

Instructional and educational matters

- Evaluate the needs of the school and define the specific objectives of the school, taking into account legal provisions as well as the objectives, policies and by-laws of the school board and the governing board.
- Oversee the development, implementation and evaluation of the educational project.
- Oversee the development, implementation and ongoing update of the success plan and render an account thereof.
- Request, approve, refuse proposals or, failing proposals, make decisions and inform the governing board, particularly as regards local programs of studies, new instructional methods, standards and procedures for the evaluation of student achievement, the selection of textbooks and instructional material required, and the rules governing the placement of students and their promotion from one cycle to the other at the elementary level.
- Prepare, after consulting the staff concerned, proposals to be submitted to the governing board for approval on matters such as: the approach for the implementation of the basic school regulation, the enrichment or adaptation of the objectives and suggested content of the programs of studies, the time allocation for each compulsory or elective subject, student services and special educational services, the student supervision policy relating to the use of non-teaching and non-scheduled time for instructional or educational purposes, the organization of extracurricular activities, the development of approaches to foster the academic success of students, rules of conduct and safety measures applicable to students.
- Develop, implement and evaluate, with the assistance of the student's parents, the appropriate partners and the student himself or herself, individualized education plans for handicapped students or students with social maladjustments or learning disabilities, including at-risk students.
- Propose procedures to the governing board for evaluating the school and see to the ongoing improvement of the school.

Management of human, financial, material and information resources

- Determine, after consulting the school staff, the needs of the school in respect of each staff category and inform the school board.
- Manage, supervise and evaluate staff and trainees, determine their duties and responsibilities in accordance with the provisions of the applicable collective agreements or regulations of the Ministre and perform in particular the following duties:
 - participate in the recruitment and selection of staff;
 - oversee the management of the replacement of absent staff, vacant positions and substitution;
 - oversee the recruitment, welcome, supervision and evaluation of volunteers;
 - apply the rules and standards governing occupational health and safety.
- Identify needs and organize professional development and training activities.
- Prepare and submit the annual school budget to the governing board for adoption and to the school board for approval, administer the school budget and render an account thereof to the governing board.
- Propose methods to the governing board for the use of surplus as well as the specific funds of the school and see to their administration.
- Manage the material resources and inventories of the school and, after consulting the governing board, inform the school board of the requirements of the school as regards goods and services, as well as any required equipment or repair of the premises or immovables and ensure the follow-up of the work.
- Oversee the development, implementation, evaluation and update of information resources.
- Encourage concerted action between the parents, the students, the school staff and the community organizations, their participation in the life of the school and their collaboration in fostering academic success.
- Act as an intermediary between the school team, the governing board, external organizations, other levels of instruction and the school board.

Management of day care and noon-hour services

- Organize and administer day care services, on or off school premises, in keeping with the school's educational mission and the terms and conditions agreed to between the school board and the governing board.
- See to the organization and supervision of student activities and determine the rules of conduct and safety measures in keeping with the school's educational project.

Community relations

- Develop and implement a framework for action with community organizations.
- Coordinate information and oversee promotion of the school.

Management of the school board

- Participate in defining and determining the vision, organizational values, strategies, objectives and priorities.
- Participate in defining the policies and by-laws of the school board.
- Exercise the functions and powers delegated by the council of commissioners.
- Take part in the preparation of the staffing plan and the budget distribution.
- Assume any other responsibility compatible with the position that may be assigned by his or her immediate superior.

DIRECTOR OF ADULT EDUCATION CENTRE

The position of director of adult education centre entails responsibility for the management, from both the pedagogical and administrative aspects, of the quality of the educational services and of all the programs and resources of the centre in order to foster the academic success of all adults in accordance with the Education Act and the policies of the school board.

The position entails, in particular, responsibility for the management of instructional and educational matters, human, financial, material and information resources, services provided to businesses, relations with employment and potential employability development agencies, and welcoming and referral services.

In general, this position includes the following responsibilities:

Instructional and educational matters

- Evaluate the needs of the centre and define the specific objectives of the centre, taking into account legal provisions as well as the objectives, policies and by-laws of the school board and the governing board.
- Oversee the development, implementation and evaluation of the action plan.
- Oversee the development, implementation and evaluation of the success plan.
- Request, approve, refuse or, failing proposals, make decisions and inform the governing board, particularly as regards local programs of studies, new instructional methods, standards and procedures for the evaluation of student achievement, the selection of textbooks and instructional material required, the determination of prerequisites, placement tests and the rules governing promotion from one course to the other.
- Prepare, after consulting the staff concerned, proposals to be submitted to the governing board for approval on matters such as: the approach for the implementation of the basic school regulation, the enrichment or adaptation of the objectives and suggested content of the programs of studies, the time allocation for each compulsory or elective subject, the implementation of programs of studies based on student needs, the adult supervision policy relating to the use of non-teaching and non-scheduled time for instructional or educational purposes, the organization of extracurricular activities, the development of approaches to foster the academic success of adults and the operating rules of the centre.
- Organize and implement programs relating to student services and popular education and ensure funding.
- Formulate strategies for maintaining, developing or cancelling programs and services relating to popular education and self-financed activities.
- Propose procedures to the governing board for evaluating the centre and see to the ongoing improvement of the centre.

Management of human, financial, material and information resources

- Determine, after consulting the centre staff, the needs of the centre in respect of each staff category and inform the school board.
- Manage, supervise and evaluate staff and trainees, determine their duties and responsibilities in accordance with the provisions of the applicable collective agreements or regulations of the Ministre and perform in particular the following duties:
 - participate in the recruitment and selection of staff;
 - oversee the management of the replacement of absent staff, vacant positions and substitution;
 - oversee the recruitment, welcome, supervision and evaluation of volunteers;
 - apply the rules and standards governing occupational health and safety.
- Identify needs, determine budgets and organize professional development and training activities.
- Prepare and submit the annual centre budget to the governing board for adoption and to the school board for approval, oversee the administration and render an account thereof to the governing board.
- Propose methods to the governing board for the use of surplus as well as the specific funds of the centre and see to their administration.
- Ensure that the centre receives, when required, service fees from businesses, organizations and ministries concerned.
- Manage the material resources, inventories and purchases of the centre and, after consulting the governing board, inform the school board of the requirements of the centre as regards goods and services and any required equipment or repair of the premises or immovables and ensure the follow-up of the work.
- Oversee the development, implementation, evaluation and update of information resources.
- Encourage concerted action between the socioeconomic partners, the parents, the adults, the centre staff and the community organizations, their participation in the life of the centre and their collaboration in fostering academic success.
- Act as an intermediary between the centre, the governing board, external organizations, businesses, other levels of instruction and the school board.
- Coordinate information and oversee promotion of centre.

Services provided to businesses and relations with employment and potential employability development agencies

- Develop, negotiate and enter into agreements for services or training activities with organizations, ministries, businesses and school boards.

Welcoming and referral services

- Plan, organize and coordinate activities pertaining to welcoming and referral services.

Management of the school board

- Participate in defining and determining the vision, organizational values, strategies, objectives and priorities.
- Participate in defining the policies and by-laws of the school board.
- Exercise the functions and powers delegated by the council of commissioners.
- Take part in the preparation of the staffing plan and the budget distribution.
- Assume any other responsibility compatible with the position that may be assigned by his or her immediate superior.

DIRECTOR OF VOCATIONAL TRAINING CENTRE

The position of director of vocational training centre entails responsibility for the management, from both the pedagogical and administrative aspects of the centre, of the quality of educational services and of all the programs and resources of the centre in order to foster the academic success of all students and adults in accordance with the Education Act and the policies of the school board.

The position entails, in particular, responsibility for the management of instructional and educational matters, human, financial, material and information resources, services provided to businesses, relations with employment and potential employability development agencies, the development of new training organization methods and welcoming and referral services.

In general, this position includes the following responsibilities:

Instructional and educational matters

- Evaluate the needs of the centre and define the specific objectives of the centre, taking into account legal provisions as well as the objectives, policies and by-laws of the school board, governing board or management committee.
- Oversee the development, implementation and evaluation of the action plan.
- Prepare the development plan of the centre and oversee its formulation, application and evaluation.
- Oversee the development, implementation and evaluation of the success plan, including skills competitions, and the promotion of non-traditional occupations among women.
- Request, approve, refuse or, failing proposals, make decisions and inform the governing board or the management committee particularly as regards special training projects, new instructional methods, standards and procedures for the evaluation of student achievement, the selection of textbooks and instructional material required, the application of admission criteria and the rules governing the certification of studies.
- Prepare, after consulting the staff concerned, proposals to be submitted to the governing board or the management committee for approval on matters such as: the approach for the implementation of the basic school regulation, the enrichment or adaptation of the objectives and suggested content of the programs of studies, the time allocation for made-to-measure training, the implementation of programs of studies based on student needs, the student supervision policy relating to the use of non-teaching and non-scheduled time for instructional or educational purposes, the organization of extracurricular activities, the development of approaches to foster the academic success of students and adults and the operating rules of the centre.
- Organize and implement student activities and ensure funding.
- Formulate strategies for maintaining or developing remediation and exam retakes.

- Establish, implement and evaluate, with the help of parents, appropriate partners and the student himself or herself, individualized education plans for handicapped students or students with social maladjustments or learning disabilities.
- Formulate promotion strategies as regards evaluation and the certification of studies policy.
- Propose procedures to the governing board or the management committee for evaluating the centre and see to the ongoing improvement of the centre.

Management of human, financial, material and information resources

- Determine, after consulting the centre staff, the needs of the centre in respect of each staff category and inform the school board.
- Manage, supervise and evaluate staff and trainees, determine their duties and responsibilities in accordance with the provisions of the applicable collective agreements or regulations of the Ministre and perform in particular the following duties:
 - recruit and select teaching personnel and recommend candidates to the board for hiring;
 - oversee the monitoring of training for obtaining a teaching permit;
 - oversee the management of the replacement of absent staff, vacant positions and substitution;
 - oversee the recruitment, welcome, supervision and evaluation of volunteers;
 - apply the rules and standards governing occupational health and safety.
- Identify needs, determine budgets and organize professional development and training activities in each sector and continuing education.
- Prepare and submit the annual centre budget to the governing board or the management committee for adoption and to the school board for approval, oversee the administration and render an account thereof to the governing board or the management committee.
- Propose methods to the governing board or the management committee for the use of surplus as well as the specific funds of the centre and see to the administration of revenue generated by the provision of educational goods and services other than those prescribed by the basic school regulation and social, cultural or sports activities.
- Develop a three-year investment plan.

- Ensure that the centre receives, when required, service fees from businesses, organizations and ministries concerned.
- Manage the material resources of the centre and inform, after consulting the governing board or the management committee, the school board of the requirements of the centre as regards goods and services and any required equipment or repair of the premises or immovables and ensure the follow-up of the work.
- Oversee the management of inventories in furniture, equipment and tools and purchase, when necessary, new apparatus, equipment, movables and immovables.
- Oversee the development, application, evaluation and update of information resources.
- Coordinate the technological monitoring program.
- Encourage concerted action between the socioeconomic partners, the parents, the students, the adults, the centre staff and the community organizations, their participation in the life of the centre and their collaboration in fostering academic success.
- Act as an intermediary between the centre, the governing board or the management committee, external organizations, businesses, unions, other levels of instruction and the school board.
- Coordinate information and oversee promotion of the centre.

Services provided to businesses and relations with employment and potential employability development agencies

- Prepare service offers and submit them to businesses, centre-business committees and sectorial committees.
- Develop, negotiate and enter into agreements for services with businesses, school boards, organizations, ministries and associations.

Development of new training organization methods

- Agree on and organize training activities such as industrial training periods and work-study programs which take into account the objectives of industry as well as the pertinent laws and regulations.

Welcoming and referral services

- Plan, organize and coordinate admission rules, selection criteria, registration procedures and welcoming and referral services.

Management of the school board

- Participate in defining and determining the vision, organizational values, strategies, objectives and priorities.
- Participate in defining the policies and by-laws of the school board.
- Participate in implementing a plan for the promotion in the milieu of the vocational education programs offered by the school board.
- Exercise the functions and powers delegated by the council of commissioners.
- Take part in the preparation of the staffing plan and the budget distribution.
- Assume any other responsibility compatible with the position that may be assigned by his or her immediate superior.

VICE-PRINCIPAL (ELEMENTARY, SECONDARY)

The position of vice-principal entails advising and assisting the principal in accordance with the mandate defined by the latter in the management of the instructional, educational and administrative matters of the school in order to foster the academic success of all students in accordance with the Education Act and the policies of the school board.

The position includes, in particular, carrying out all or some of the management responsibilities related to instructional and educational matters, human, financial, material and information resources and day care services.

In general, this position includes the following responsibilities:

Instructional and educational matters

- Take part in evaluating the needs of the school and in defining the specific objectives of the school, taking into account legal provisions as well as the objectives, policies and by-laws of the school board and the governing board.
- Take part in the development, implementation and evaluation of the educational project.
- Take part in the development, implementation and ongoing update of the success plan and render an account thereof.
- Prepare or take part in the preparation of proposals on matters such as: local programs of studies, new instructional methods, standards and procedures for the evaluation of student achievement, the selection of textbooks and instructional material, rules governing the placement of students and their promotion from one cycle to the other at the elementary level.
- Prepare or take part, after consulting the staff concerned, in the preparation of proposals to be submitted to the governing board for approval on such matters as: the approach for the implementation of the basic school regulation, the enrichment or adaptation of the objectives and suggested content of the programs of studies, the time allocation for each compulsory or elective subject, student services and special educational services, the student supervision policy relating to the use of non-teaching and non-scheduled time for instructional or educational purposes, the organization of extracurricular activities, the development of approaches to foster academic success, rules of conduct and safety measures applicable to students.
- Take part in the development, implementation and evaluation, with the assistance of the student's parents, the appropriate partners and the student himself or herself, of individualized education plans for handicapped students or students with social maladjustments or learning disabilities, including at-risk students.
- Propose procedures to the principal for evaluating the school and take part in the ongoing improvement of the school.

Management of human, financial, material and information resources

- Take part, after consulting the school staff, in determining the needs of the school in respect of each staff category and inform the principal.
- Manage, supervise and evaluate staff and trainees under his or her responsibility, determine their duties and responsibilities in accordance with the provisions of the applicable collective agreements or regulations of the Ministre and perform in particular the following duties:
 - participate in the recruitment and selection of staff;
 - oversee the management of the replacement of absent staff, vacant positions and substitution;
 - oversee the recruitment, welcome, supervision and evaluation of volunteers;
 - apply the rules and standards governing occupational health and safety.
- Participate in identifying needs and organizing professional development and training activities.
- Take part in the preparation of the annual school budget.
- Prepare the budget forecasts for the sector or sectors of activity under his or her responsibility, oversee the administration and render an account thereof to his or her superior.
- Propose methods to the principal for the use of surplus as well as the specific funds of the school and see to their administration.
- Manage the material resources and inventories under his or her responsibility and inform the principal of the requirements of the school as regards goods and services as well as any required improvement, equipment, construction, conversion or repair of the premises or immovables placed at the disposal of the school.
- Participate in the development, application, evaluation and update of information resources.
- Encourage concerted action between the parents, the students, the school staff and the community organizations, their participation in the life of the school and their collaboration in fostering academic success.
- Act, as required, as an intermediary between external organizations, other levels of instruction and the school board.
- Take part in providing information and in promoting the school.

Management of day care and noon-hour services

- Participate in organizing or administering day care services, on or off school premises, in keeping with the school's educational mission and the terms and conditions agreed to between the school board and the governing board.
- Take part in organizing and overseeing student activities and determine rules of conduct and safety measures in keeping with the school's educational project.

Management of the school

- Participate in defining and determining the vision, organizational values, strategies, objectives and priorities.
- Participate in defining the policies and regulations of the school and, if need be, of the school board.
- Replace the principal if the latter is absent.
- Assume any other responsibility compatible with the position that may be assigned by his or her immediate superior.

ASSISTANT DIRECTOR OF ADULT EDUCATION CENTRE

The position of assistant director of adult education centre entails advising and assisting the centre director in accordance with the mandate defined by the latter in the management of instructional, educational and administrative matters of the centre in order to foster the academic success of all adults in accordance with the Education Act and the policies of the school board.

The position entails, in particular, carrying out all or some of the management responsibilities related to instructional and educational matters, human, financial, material and information resources, services provided to businesses, relations with employment and potential employability development agencies, and welcoming and referral services.

In general, this position includes the following responsibilities:

Instructional and educational matters

- Take part in evaluating the needs of the centre and in defining the specific objectives of the centre, taking into account legal provisions as well as the objectives, policies and by-laws of the school board and the governing board.
- Take part in the development, implementation and evaluation of the action plan.
- Take part in the development, implementation and evaluation of the success plan.
- Prepare or take part in the preparation of proposals on matters such as: local programs of studies, new instructional methods, standards and procedures for the evaluation of student achievement, the selection of textbooks and instructional material required, the determination of prerequisites, placement tests and the rules governing the promotion from one course to the other.
- Prepare or take part, after consulting the staff concerned, in the preparation of proposals to be submitted to the governing board for approval on matters such as: the approach for the implementation of the basic school regulation, the enrichment or adaptation of the objectives and suggested content of the programs of studies, the time allocation for each compulsory or elective subject, the implementation of programs of studies based on student needs, the adult supervision policy relating to the use of non-teaching and non-scheduled time for instructional or educational purposes, the organization of extracurricular activities, the development of approaches to foster the academic success of adults and the operating rules of the centre.
- Participate in the implementation of student services and popular education and in the search for funding.
- Participate in the development of strategies to maintain, develop or cancel programs and services relating to popular education and self-financed activities.

- Propose procedures to the centre director for evaluating the centre and participate in the ongoing improvement of the centre.

Management of human, financial, material and information resources

- Take part, after consulting the centre staff, in determining the needs of the centre in respect of each staff category and inform the centre director.
- Manage, supervise and evaluate staff and trainees under his or her responsibility, determine their duties and responsibilities in keeping with the provisions of the applicable collective agreements or regulations of the Ministre and perform in particular the following duties:
 - participate in the recruitment and selection of staff;
 - oversee the management of the replacement of absent staff, vacant positions and substitution;
 - oversee the recruitment, welcome, supervision and evaluation of volunteers;
 - apply the rules and standards governing occupational health and safety.
- Participate in identifying needs, determining budgets and organizing professional development and training activities of the personnel under his or her responsibility.
- Take part in the preparation of the annual budget of the centre.
- Prepare the budget forecasts for the sector or sectors of activity under his or her responsibility, oversee the administration and render an account thereof to his or her superior.
- Propose methods to the centre director for the use of surplus as well as the specific funds of the centre and see to their administration.
- Participate, when required, in collecting service fees from businesses, organizations and ministries concerned.
- Manage the material resources, inventories and purchases under his or her responsibility and inform the centre director of the requirements of the centre as regards goods and services, and any required improvement, equipment, construction, conversion or repair of the premises or immovables placed at the disposal of the centre.
- Participate in the development, application, evaluation and update of information resources.

- Encourage concerted action between the socioeconomic partners, parents, adults, centre staff, community organizations, their participation in the life of the centre and their collaboration in fostering academic success.
- Act, as required, as an intermediary between external organizations, businesses, other levels of instruction and the school board.
- Take part in providing information and in promoting the centre.

Services provided to businesses and relations with employment and potential employability development agencies

- Participate in negotiating and entering into agreements for services or training activities with organizations, ministries, businesses and school boards.

Welcoming and referral services

Take part in planning, organizing and coordinating activities pertaining to welcoming and referral services.

Management of the centre

- Participate in defining and determining the vision, organizational values, strategies, objectives and priorities.
- Participate in defining the policies and regulations of the centre and, if need be, of the school board.
- Replace the centre director if the latter is absent.
- Assume any other responsibility compatible with the position that may be assigned by his or her immediate superior.

ASSISTANT DIRECTOR OF VOCATIONAL TRAINING CENTRE

The position of assistant director of vocational training centre entails advising and assisting the centre director in accordance with the mandate defined by the latter in the management of the instructional, educational and administrative matters of the centre in order to foster the academic success of all students and adults in accordance with the Education Act and the policies of the school board.

The position entails, in particular, carrying out some or all of the management responsibilities related to instructional and educational matters, human, financial, material and information resources, services provided to businesses, relations with employment and potential employability development agencies, the development of new training organization methods, and welcoming and referral services.

In general, this position includes the following responsibilities:

Instructional and educational matters

- Take part in evaluating the needs of the centre and in defining the specific objectives of the centre, taking into account legal provisions as well as the objectives, policies and by-laws of the school board, governing board or management committee.
- Take part in the development, implementation and evaluation of the action plan.
- Take part in the preparation, implementation and evaluation of the development plan of the centre.
- Take part in the development, implementation and evaluation of the success plan, including skills competitions, and the promotion of non-traditional occupations among women.
- Prepare or take part in the preparation of proposals on matters such as: special training projects, new instructional methods, the acquisition of new technologies, standards and procedures for the evaluation of student achievement, the selection of textbooks and instructional material required, the application of admission criteria and the rules governing promotion from one module to another.
- Prepare or take part, after consulting the staff concerned, in the preparation of proposals to be submitted to the governing board or the management committee for approval on matters such as: the approach for the implementation of the basic school regulation, the enrichment or adaptation of the objectives and suggested content of the programs of studies, the time allocation for made-to-measure training, the implementation of programs of studies based on student needs, the student supervision policy relating to the use of non-teaching and non-scheduled time for instructional or educational purposes, the organization of extracurricular activities, the development of approaches to foster the academic success of students and adults and the operating rules of the centre.
- Take part in organizing student activities and in the search for funding.

- Take part in formulating strategies for maintaining and developing remediation and exam retakes.
- Participate in establishing, implementing and evaluating individualized education plans, with the help of the parents, the appropriate partners and the student himself or herself, for handicapped students or students with social maladjustments or learning disabilities.
- Take part in formulating promotion strategies as regards evaluation and the certification of studies policy.
- Propose procedures to the centre director for evaluating the centre and take part in the ongoing improvement of the centre.

Management of human, financial, material and information resources

- Take part, after consulting the centre staff, in determining the needs of the centre in respect of each staff category and inform the centre director.
- Manage, supervise and evaluate staff and trainees, determine their duties and responsibilities in accordance with the provisions of the applicable collective agreements or regulations of the Ministre and perform in particular the following duties:
 - take part in the recruitment and selection of personnel;
 - take part in monitoring training for obtaining a teaching permit;
 - oversee the management of the replacement of absent staff, vacant positions and substitution;
 - oversee the recruitment, welcome, supervision and evaluation of volunteers;
 - apply the rules and standards governing occupational health and safety.
- Take part in identifying needs, determining budgets and organizing professional development and training activities in each sector and continuing education under his or her responsibility.
- Take part in the preparation of the annual centre budget.
- Prepare the budget forecasts for the sector or sectors of activity under his or her responsibility, oversee the administration and render an account thereof to his or her superior.
- Propose methods to the centre director for the use of surplus as well as the specific funds of the centre and see to the administration of revenue generated by the provision of educational goods and services other than those prescribed by the basic school regulation and social, cultural or sports activities.

- Take part in developing a three-year investment plan.
- Ensure, if necessary, that the centre receives the required service fees from businesses, organizations and ministries concerned.
- Manage the material resources of the sector or sectors of activity under his or her responsibility and inform the centre director of the requirements of the centre as regards goods and services, and any required improvement, equipment, construction, conversion or repair of the premises or immovables placed at the disposal of the centre.
- Take part in managing the inventories in furniture, equipment and tools and purchase when necessary, new apparatus, equipment, movables and immovables.
- Participate in the development, application, evaluation and update of information resources.
- Encourage concerted action between the socioeconomic partners, the parents, the students, the adults, the centre staff and the community organizations, their participation in the life of the centre and their collaboration in fostering academic success.
- Act, as required, as an intermediary with external organizations, businesses, unions, other levels of instruction and the school board.
- Participate in coordinating information and promotion of centre.

Services provided to businesses and relations with employment and potential employability development agencies

- Take part in preparing service offers and in submitting them to businesses, centre-business committees and sectorial committees.
- Participate in negotiating and entering into agreements for services with businesses, school boards, organizations, ministries and associations.

Development of new training organization methods

- Agree on and organize training activities such as industrial training periods and work-study programs which take into account the objectives of industry as well as the pertinent laws and regulations.

Welcoming and referral services

- Take part in planning, organizing and coordinating admission rules, selection criteria, registration procedures and welcoming and referral services.

Management of the centre

- Participate in defining and determining the vision, organizational values, strategies, objectives and priorities.
- Participate in defining the policies and by-laws of the centre and, if need be, of the school board.
- Participate in implementing a plan for the promotion of vocational education of the school board in its milieu.
- Replace the centre director if the latter is absent.
- Assume any other responsibility compatible with the position that may be assigned by his or her immediate superior.

Section B
SENIOR STAFF OF SERVICES

DIRECTOR OF INSTRUCTIONAL SERVICES

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 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 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.

In general, this position includes the following responsibilities:

- Develop the objectives and strategies of the school board dealing with instructional services for which the incumbent is responsible and, where applicable, determine the annual action plan.
- Assume the responsibility for preparing, developing, implementing and applying instructional programs, means, approaches and teaching methods; adopt the inherent evaluation and control measures.
- Determine the standards and procedures for the evaluation of student achievement and prepare internal examinations in selected subjects.
- Distribute or participate in the distribution of the teaching staff, other staff and the student population among the various schools of the school board.
- Ensure that policies concerning student forecasts, timetables, formation of groups, enrolment, placement and promotion of students are developed.
- Oversee the activities related to the implementation and update of the curriculum.
- Ensure compliance with the basic school regulations, the programs of study and the procedures for the certification of studies.
- Devise the policy pertaining to the evaluation of students and the specific examinations of the school board.
- 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.
- Develop, if need be, the policy concerning the organization of services for handicapped students and students with social maladjustments or learning difficulties.
- Put in place and promote consultation and cooperation measures.

- Determine the policies concerning school organization and assume the responsibility for the development, application and evaluation of the regulation respecting student admission and enrolment.
- Develop, where applicable, a student services program and ensure that it is implemented.
- Ensure that school marks are forwarded to the MEQ.
- Create and provide management and training tools for teaching in response to the needs of the institutions.
- Collaborate with other staff members, upon request, in developing the educational projects of the schools.
- Support the administrators of the school board by ensuring that pertinent information is provided to them.
- Intervene, if necessary, in the institutions and administrative units of the school board in order to assess problem situations and to find appropriate solutions.

Overall management of the school board

- Participate in defining and developing the vision, organizational values, strategies, objectives and priorities.
- Participate in developing and updating policies and by-laws and ensure that they are applied.
- Collaborate with other staff members in preparing the staffing plan and in allocating the budget.
- Represent the school board in instructional services matters.

Management of human, financial, material and information resources of his or her administrative unit

- Formulate recommendations concerning the staffing plan.
- Select or participate in selecting staff.
- Determine the duties; manage and animate staff while ensuring its supervision and evaluation.
- Develop a professional improvement and training plan for the staff of the administrative unit.
- Ensure that information is circulated.

- Prepare, administer and monitor the budget.
- Identify the needs and priorities in supplies, equipment and materials as well as ensure proper inventory control.
- Ensure that information resources are developed, applied and updated.
- Assume any other responsibility compatible with his or her function that may be assigned to him or her by the immediate superior.

DIRECTOR OF HUMAN RESOURCES

The position of director of human resources entails responsibility for all the programs and activities pertaining to the management of the human resources of the school board.

The position includes, in particular, responsibility for all the programs and activities pertaining to staffing, evaluation, labour relations, remuneration, classification, fringe benefits, occupational health and safety, professional improvement, human resources development and training, manpower planning, organization of working time, staff mobilization and organizational development.

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 human resources.

In general, this position includes the following responsibilities:

- Develop the objectives and strategies of the school board dealing with human resources for which the incumbent is responsible and, where applicable, determine the annual action plan.
- Ensure that policies and programs related to the human resources management of the school board dealing, in particular, with resource planning and manpower renewal are developed.
- Prepare the staffing plan of the school board.
- Oversee staff recruitment, selection, engagement, probation and job classification.
- Oversee the management activities related to labour relations management such as: application and interpretation of collective agreements and labour laws, analyzing and resolving complaints and grievances as well as local negotiations.
- Ensure that a harmonious labour relations climate is maintained.
- Act as the representative of the school board in labour relations matters or in any other matter under his or her responsibility.
- Ensure the application and follow-up of all labour contracts as well as the policies, procedures and directives relating to the various remuneration and fringe benefit plans for staff.
- Ensure the organization, development and implementation of health and safety programs for school board staff.
- Ensure that professional improvement needs are identified and analyzed and oversee the development of training and job enrichment programs.

- Create and provide human resources management tools adapted to the needs of the institutions and other administrative units.
- Put in place and promote consultation and cooperation measures.
- Support the administrators of the school board by ensuring that pertinent information is provided to them.
- Intervene, if necessary, in the institutions and administrative units of the school board in order to assess problem situations and to find appropriate solutions.

Overall management of the school board

- Participate in defining and developing the vision, organizational values, strategies, objectives and priorities.
- Participate in developing and updating policies and by-laws and ensure that they are applied.
- Collaborate with other staff members in preparing the staffing plan and in allocating the budget.
- Represent the school board in human resources matters.

Management of human, financial, material and information resources of his or her administrative unit

- Formulate recommendations concerning the staffing plan.
- Select or participate in selecting staff.
- Determine the duties; manage and animate staff while ensuring its supervision and evaluation.
- Develop a professional improvement and training plan for the staff of the administrative unit.
- Ensure that information is circulated.
- Prepare, administer and monitor the budget.
- Identify the needs and priorities in supplies, equipment and materials as well as ensure proper inventory control.
- Ensure that information resources are developed, applied and updated.
- Assume any other responsibility compatible with his or her function that may be assigned to him or her by the immediate superior.

DIRECTOR OF FINANCIAL RESOURCES

The position of director of financial resources entails responsibility for all the programs and activities pertaining to the management of the financial resources of the school board.

The position includes, in particular, responsibility for all the programs and activities pertaining to budget management, financial systems management, preparation and standardization of financial statements, accounting, treasury management and supervision of internal financial controls.

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 financial resources.

In general, this position includes the following responsibilities:

- Develop the objectives and strategies of the school board dealing with financial resources for which the incumbent is responsible and, where applicable, determine the annual action plan.
- Prepare short-, medium- and long-term budgetary forecasts in keeping with the evolving socioeconomic environment of the territory of the school board.
- Develop and oversee the application of policies, rules and procedures related to financial management.
- Prepare and develop accounting and financial systems.
- Assume the responsibility for preparing the budget of the school board and ensure that systems, methods and procedures for budget and financial control are developed.
- Ensure that the financial resources prescribed in the Education Act are distributed and participate in defining the inherent objectives, principles and criteria.
- Ensure that the internal financial controls of the institutions and other administrative units of the school board are developed and monitored.
- Assume the responsibility for preparing the annual financial report as well as financial statements of all types.
- Assume the responsibility for carrying out the accounting and financial operations of all the administrative units.
- Ensure that the school board benefits from the maximum revenue available from ministries and other subsidizing organizations.
- Oversee the planning and management activities associated with school taxes.

- Ensure, where applicable, that decentralization mechanisms for financial management are developed.
- Create and provide, as needed, financial management tools adapted to the institutions and other administrative units.
- Put in place and promote consultation and cooperation measures.
- Support the administrators of the school board by ensuring that pertinent information is provided to them.
- Intervene, if necessary, in the institutions and administrative units of the school board in order to assess problem situations and to find the appropriate solutions.

Overall management of the school board

- Participate in defining and developing the vision, organizational values, strategies, objectives and priorities.
- Participate in developing and updating policies and by-laws and ensure that they are applied.
- Collaborate with other staff members in preparing the staffing plan and in allocating the budget.
- Represent the school board in financial resources matters.

Management of human, financial, material and information resources of his or her administrative unit

- Formulate recommendations concerning the staffing plan.
- Select or participate in selecting staff.
- Determine the duties; manage and animate staff while ensuring its supervision and evaluation.
- Develop a professional improvement and training plan for the staff of the administrative unit.
- Ensure that information is circulated.
- Prepare, administer and monitor the budget.
- Identify the needs and priorities in supplies, equipment and materials as well as ensure proper inventory control.

- Ensure that information resources are developed, applied and updated.
- Assume any other responsibility compatible with his or her function that may be assigned to him or her by the immediate superior.

DIRECTOR OF MATERIAL RESOURCES

The position of director of material resources entails responsibility for all the programs and activities pertaining to the management of the material resources of the school board.

The position includes, in particular, responsibility for all the programs and activities pertaining to capital projects, building maintenance, equipment and grounds, supply services, energy resources, immovables, space and accommodation management, safety and upkeep.

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 material resources.

In general, this position includes the following responsibilities:

- Develop the objectives and strategies of the school board dealing with material resources for which the incumbent is responsible and, where applicable, determine the annual action plan.
- Assume the responsibility for devising, developing, implementing and applying the rules and procedures related to preventive maintenance, physical maintenance and upkeep, supplies and energy management.
- Assume the responsibility for the protection of movables and immovables.
- Assume the responsibility for the construction, improvement, extension and renovation of immovables.
- Ensure that rules and procedures related to purchases, supplies and inventory control are defined.
- Ensure that the policies and action plan dealing with the conversion and use of premises, space and equipment are developed.
- Collaborate with other staff members in negotiating, drafting and applying memorandums of agreement and in developing a plan of allocation and destination of immovables.
- Develop and maintain a communications and exchange network with various partners including ministries, municipalities and businesses.
- Ensure the promotion and application of occupational health and safety rules.
- Create and provide material resources management tools adapted to the needs of the institutions and other administrative units.
- Put in place and promote consultation and cooperation measures.

- Support the administrators of the school board by ensuring that pertinent information is provided to them.
- Intervene, if necessary, in the institutions and administrative units of the school board in order to assess problem situations and to find the appropriate solutions.

Overall management of the school board

- Participate in defining and developing the vision, organizational values, strategies, objectives and priorities.
- Participate in developing and updating policies and by-laws and ensure that they are applied.
- Collaborate with other staff members in preparing the staffing plan and in allocating the budget.
- Represent the school board in material resources matters.

Management of human, financial, material and information resources of his or her administrative unit

- Formulate recommendations concerning the staffing plan.
- Select or participate in selecting staff.
- Determine the duties; manage and animate staff while ensuring its supervision and evaluation.
- Develop a professional improvement and training plan for the staff of the administrative unit.
- Ensure that information is circulated.
- Prepare, administer and monitor the budget.
- Identify the needs and priorities in supplies, equipment and materials as well as ensure proper inventory control.
- Ensure that information resources are developed, applied and updated.
- Assume any other responsibility compatible with his or her function that may be assigned to him or her by the immediate superior.

DIRECTOR OF INFORMATION AND TECHNOLOGY SERVICES

The position of director of information and technology services entails responsibility for all the programs and activities pertaining to the management of the information and technology services of the school board.

The position includes, in particular, responsibility for all the programs and activities pertaining to development plan and operation of computerized systems, functioning and maintenance of computers, service agreements, information technologies, office automation, networking and telecommunications.

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 information and technology resources.

In general, this position includes the following responsibilities:

- Develop the objectives and strategies of the school board dealing with information and technology services for which the incumbent is responsible and, where applicable, determine the annual action plan.
- Develop and recommend the adoption of policies pertaining to information and technology resources.
- Assume the responsibility for the planning, implementation, development, review, maintenance, proper and secure use and control of computerized systems, office automation, networking, telecommunication and information technology tools of the school board.
- Ensure that an appropriate technological mechanism to analyze the needs of the organization is put in place.
- Ensure the preparation, control and implementation of the schedule of operations dealing with equipment maintenance and functioning of computers.
- Negotiate service agreements with suppliers and users outside of the school board and ensure that the services provided are compatible.
- See to the integration of computerized systems into the institutions and administrative units.
- Collaborate, where applicable, in developing and implementing joint projects with other organizations.
- Ensure the training of staff on the use of computers and office automation, networking, telecommunication and information technology tools.

- Create and provide computer tools adapted to the needs of the institutions and other administrative units.
- Put in place and promote consultation and cooperation measures.
- Support the administrators of the school board by ensuring that pertinent information is provided to them.
- Intervene, if necessary, in the institutions and administrative units of the school board in order to assess problem situations and to find appropriate solutions.

Overall management of the school board

- Participate in defining and developing the vision, organizational values, strategies, objectives and priorities.
- Participate in developing and updating policies and by-laws and ensure that they are applied.
- Collaborate with other staff members in preparing the staffing plan and in allocating the budget.
- Represent the school board in matters related to information and technology resources.

Management of human, financial, material and information resources of his or her administrative unit

- Formulate recommendations concerning the staffing plan.
- Select or participate in selecting staff.
- Determine the duties; manage and animate staff while ensuring its supervision and evaluation.
- Develop a professional improvement and training plan for the staff of the administrative unit.
- Ensure that information is circulated.
- Prepare, administer and monitor the budget.
- Identify the needs and priorities in supplies, equipment and materials as well as ensure proper inventory control.
- Ensure that information resources are developed, applied and updated.
- Assume any other responsibility compatible with his or her function that may be assigned to him or her by the immediate superior.

DIRECTOR OF STUDENT SERVICES

The position of director of student services entails responsibility for all the programs and activities pertaining to the management of the student services of the school board.

The position includes, in particular, responsibility for all the programs and activities pertaining to special education, school day care services, lunchtime program, guidance, psychology, remediation, psychoeducational services, social services, health services, sports, cultural and social activities, spiritual care and guidance and community involvement, community relations, services to promote student participation in educational life and services to educate students about their rights and responsibilities.

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 student services.

In general, this position includes the following responsibilities:

- Develop the objectives and strategies of the school board dealing with student services for which the incumbent is responsible and, where applicable, determine the annual action plan.
- Define the objectives and policies concerning student services.
- Determine the objectives and policies concerning rehabilitation and reeducation resources provided to handicapped students and to students with social maladjustments or learning difficulties.
- Work with school administrations on individualized education plans and on models for student services and for instruction to at-risk students, students with special needs or handicapped students.
- Determine, negotiate and see to the implementation of contracts and service agreements with organizations responsible for providing student services.
- Develop and see to the application of the policy concerning the expulsion and relocation of students.
- Ensure the management of operations related to the placement of students who require special educational services.
- Prepare, if need be, proposals for the provision of student services in the adult education and vocational education sectors.
- Provide support to the institutions in matters related to school day care services.
- Maintain links with various external organizations and ensure the follow-up of files on the improvement and development of the quality of life in schools and of community life.

- Assume, if need be, the management of MEQ-MSSS agreements and specific mandates assigned within or outside the region.
- Create and provide management and training tools for student services adapted to the needs of the institutions.
- Put in place and promote consultation and cooperation measures.
- Support the administrators of the school board by ensuring that pertinent information is provided to them.
- Intervene, if necessary, in the institutions and administrative units of the school board in order to assess problem situations and to find appropriate solutions.

Overall management of the school board

- Participate in defining and developing the vision, organizational values, strategies, objectives and priorities.
- Participate in developing and updating policies and by-laws and ensure that they are applied.
- Collaborate with other staff members in preparing the staffing plan and in allocating the budget.
- Represent the school board in matters related to student services.

Management of human, financial, material and information resources of his or her administrative unit

- Formulate recommendations concerning the staffing plan.
- Select or participate in selecting staff.
- Determine the duties; manage and animate staff while ensuring its supervision and evaluation.
- Develop a professional improvement and training plan for the staff of the administrative unit.
- Ensure that information is circulated.
- Prepare, administer and monitor the budget.
- Identify the needs and priorities in supplies, equipment and materials as well as ensure proper inventory control.

- Ensure that information resources are developed, applied and updated.
- Assume any other responsibility compatible with his or her function that may be assigned to him or her by the immediate superior.

DIRECTOR OF ADULT EDUCATION SERVICES OR VOCATIONAL EDUCATION SERVICES (or both)

The position of director of adult education services or vocational education services entails responsibility for all the programs and activities pertaining to the management of the adult education or vocational education services of the school board.

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

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 concerning adult education or vocational education.

In general, this position includes the following responsibilities:

- Develop the objectives and strategies of the school board dealing with adult education or vocational education services for which the incumbent is responsible and, where applicable, determine the annual action plan.
- Assume the responsibility for preparing, developing, implementing and applying programs of study, teaching means, methods and techniques and adopt the inherent evaluation and control measures.
- Ensure that standards and procedures for the evaluation of student achievement are developed.
- Participate in the distribution of teaching staff and other staff as well as programs of study and other services offered by the various centres of the school board.
- Contribute to the preparation of budgets and to the allocation of resources in the centres.
- Collaborate with other staff members in preparing the school calendar and, where applicable, in defining the rules concerning the formation of groups.
- Ensure compliance with the basic school regulations, the programs of study and the procedures for the certification of studies.
- Develop the policy concerning the evaluation of the students of the school board.
- Ensure that a policy concerning the placement of students be developed.
- Put in place and promote consultation and cooperation measures.
- Develop policies concerning the organization of adult education and vocational education services.

- Assume the responsibility for the development, application and evaluation of the regulation respecting student admission and enrolment.
- Develop, where applicable, a student services program for the population served.
- Ensure the promotion of adult education and vocational education services, the development of the market as well as the preparation of proposals for the provision of services.
- Develop and consolidate partnerships with the organizations concerned.
- Oversee the activities pertaining to the admission and enrolment of students, see to the management and follow-up of the declarations of student enrolment and ensure that school marks are forwarded to the MEQ.
- Ensure the promotion of programs and services offered by the school board as well as the preparation and dissemination of proposals for the provision of services.
- Negotiate, where applicable, and conclude partnership agreements with, among others, Emploi Québec, local development agencies and private enterprise.
- Manage the programs and activities of the school board dealing with services provided to businesses and organizations.
- Assume the responsibilities assigned to him or her as regards international development and cooperation.
- Create and provide management and training tools for adult education and vocational education services in response to the needs of institutions.
- Support the administrators of the school board by ensuring that pertinent information is provided to them.
- Intervene, if necessary, in the institutions and administrative units of the school board in order to assess problem situations and to find appropriate solutions.

Overall management of the school board

- Participate in defining and developing the vision, organizational values, strategies, objectives and priorities.
- Participate in developing and updating policies and by-laws and ensure that they are applied.
- Collaborate with other staff members in preparing the staffing plan and in allocating the budget.

- Represent the school board in matters relating to adult education or vocational education services.

Management of human, financial, material and information resources of his or her administrative unit

- Formulate recommendations concerning the staffing plan.
- Select or participate in selecting staff.
- Determine the duties; manage and animate staff while ensuring its supervision and evaluation.
- Develop a professional improvement and training plan for the staff of the administrative unit.
- Ensure that information is circulated.
- Prepare, administer and monitor the budget.
- Identify the needs and priorities in supplies, equipment and materials as well as ensure proper inventory control.
- Ensure that information resources are developed, applied and updated.
- Assume any other responsibility compatible with his or her function that may be assigned to him or her by the immediate superior.

SECRETARY GENERAL

The position of secretary general entails responsibility for all the programs and activities pertaining to the corporate matters of the school board.

The position includes, in particular, responsibility for all the programs and activities pertaining to the functioning of the meetings of the council of commissioners and of the executive committee, policies, by-laws, official records of the school board, information management, administrative records, access to information, protection of personal information, copyright, electoral process, legal affairs, communications and insurance.

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 concerning corporate matters.

In general, this position includes the following responsibilities:

- Develop the objectives and strategies of the school board dealing with corporate matters and, where applicable, determine the annual action plan of the general secretariat.
- Ensure the efficient functioning of the meetings of the council of commissioners and of the executive committee including notices of meeting, documentation, minutes and follow-up.
- Ensure the preparation, review, recording, publishing and preservation of policies, by-laws and official records of the school board and certify their authenticity, where applicable.
- Assume the responsibility for the information management of the school board.
- Ensure compliance with laws respecting archives and the policy dealing with document management and preservation.
- Assume the responsibilities prescribed by law with respect to access to information and the protection of personal information.
- Coordinate the electoral process as regards the members of the council of commissioners, the executive committee and the parents' committee.
- Ensure that relations between legal advisers and the various administrative units are maintained; forward the requests for legal opinions and ensure the follow-up of legal files.
- Devise and prepare an internal and external communications plan and ensure the management of external communications and relations of the school board.
- Ensure the organization and functioning of certain committees, particularly the management advisory committee and the coordination committee.
- Ensure that the Copyright Act is applied in the institutions and administrative units.

- Provide support to the institutions and administrative units in applying the Education Act.
- Collaborate with other staff members in approving contracts and memorandums of agreement.
- Participate in managing the insurance portfolio or ensure that it is managed.
- Ensure that the procedure book and management handbook are updated.
- Create and provide management tools for any matter related to his or her field of activity in response to the needs of the institutions and other administrative units.
- Put in place and promote consultation and cooperation measures.
- Support the administrators of the school board by ensuring that pertinent information is provided to them.
- Intervene, if necessary, in the institutions and administrative units of the school board in order to assess problem situations and to find appropriate solutions.

Overall management of the school board

- Participate in defining and developing the vision, organizational values, strategies, objectives and priorities.
- Participate in developing and updating policies and by-laws and ensure that they are applied.
- Collaborate with other staff members in preparing the staffing plan and in allocating the budget.
- Represent the school board in matters related to his or her field of activity.

Management of human, financial, material and information resources of his or her administrative unit

- Formulate recommendations concerning the staffing plan.
- Select or participate in selecting staff.
- Determine the duties; manage and animate staff while ensuring its supervision and evaluation.
- Develop a professional improvement and training plan for the staff of the administrative unit.
- Ensure that information is circulated.

- Prepare, administer and monitor the budget.
- Identify the needs and priorities in supplies, equipment and materials as well as ensure proper inventory control.
- Ensure that information resources are developed, applied and updated.
- Assume any other responsibility compatible with his or her function that may be assigned to him or her by the immediate superior.

COORDINATOR OF INSTRUCTIONAL SERVICES

The position of coordinator of instructional services entails the performance of duties required for the coordination, supervision, evaluation, research and development of one or more programs and activities pertaining to the management of the instructional services of the school board.

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

The position consists in providing, within the incumbent's field of competence, advice and expertise to the administrators of the school board so as to promote the optimal management of instructional services.

In general, this position includes the following responsibilities:

- Participate in developing the objectives and strategies of the school board dealing with instructional services for which the incumbent is responsible and, where applicable, collaborate with other staff members in determining the annual action plan.
- Participate in planning and coordinating the development, implementation and application of instructional programs, means and approaches and teaching methods as well as the inherent evaluation and control measures.
- Determine the standards and procedures for the evaluation of student achievement and prepare internal examinations in selected subjects.
- Participate, where applicable, in the distribution of the teaching staff, other staff and the student population among the various schools of the school board.
- Contribute to the development of policies concerning student forecasts, timetables, formation of groups, enrolment, placement and promotion of students.
- Coordinate the activities related to the implementation and update of the curriculum.
- Assume the responsibilities assigned to him or her as regards the compliance with the basic school regulations, the programs of study and the procedures for the certification of studies.
- Participate in developing the policy pertaining to the evaluation of students and the specific examinations of the school board.
- Participate in determining or 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.
- Participate in defining, if need be, the policy concerning the organization of services for handicapped students and students with social maladjustments or learning difficulties.

- Participate in developing and implementing, where applicable, a student services program.
- Participate in determining the policies concerning school organization and contribute to the development, application and evaluation of the regulation respecting student admission and enrolment.
- Coordinate the activities required for forwarding school marks to the MEQ.
- Coordinate the creation, implementation and improvement of management tools for instructional services intended for institutions.
- Assist, if necessary, the administrators of the institutions and administrative units of the school board.
- Support, as required, the administrators of the school board by providing them with pertinent information.

Overall management of the administrative unit

- Participate in defining and developing strategies, objectives and priorities.
- Participate in developing and updating policies and by-laws.
- Collaborate with other staff members in preparing the staffing plan and in allocating the budget.
- Ensure the review and rationalization of administrative practices designed to facilitate the management of the resources in his or her sector.
- Represent, upon request, the school board or the administrative unit in matters related to his or her sector of activity.

Management of human, financial, material and information resources of his or her administrative unit or sector of activity

- Participate in preparing the staffing plan.
- Participate in selecting staff.
- Supervise and evaluate the staff under his or her responsibility.
- Participate in developing a professional improvement and training plan for the staff of the administrative unit or sector of activity.
- Prepare and monitor the budget for his or her sector of activity.
- Ensure the availability, functioning and proper use of equipment and materials.

- Participate in developing and updating information resources.
- Assume any other responsibility compatible with his or her function that may be assigned to him or her by the immediate superior.

COORDINATOR OF HUMAN RESOURCES

The position of coordinator of human resources entails the performance of duties required for the coordination, supervision, evaluation, research and development of one or more programs and activities pertaining to the management of the human resources of the school board.

The position includes, in particular, responsibility for the coordination of one or more programs and activities pertaining to staffing, evaluation, labour relations, remuneration, classification, fringe benefits, occupational health and safety, professional improvement, human resources development and training, manpower planning, organization of working time, staff mobilization and organizational development.

The position consists in providing, within the incumbent's field of competence, advice and expertise to the administrators of the school board so as to promote the optimal management of human resources.

In general, this position includes the following responsibilities:

- Participate in developing the objectives and strategies of the school board dealing with human resources programs for which the incumbent is responsible and, where applicable, collaborate with other staff members in determining the annual action plan.
- Participate in developing policies and programs and ensure that administrative procedures related to the human resources management of the school board are implemented.
- Coordinate staff recruitment, selection, engagement, probation and job classification.
- Coordinate the management activities related to labour relations such as: application and interpretation of collective agreements and labour laws, analyzing and resolving complaints and grievances, local negotiations and various studies.
- Foster a harmonious labour relations climate.
- Act, upon request, as the representative of the school board in labour relations matters or in any other matter under his or her responsibility.
- Coordinate the activities related to the application and follow-up of all labour contracts as well as the policies, procedures and directives related to the various remuneration and fringe benefit plans for staff.
- Coordinate, evaluate and oversee all the activities related to the health and safety programs for school board staff.
- Prepare and forward to the institutions and administrative units of the school board the data and statistics relating to school board personnel.
- Participate in analyzing and identifying professional improvement and training needs, implementing policies and evaluating training and job enrichment programs.

- Coordinate the creation, implementation and improvement of human resources management tools adapted to the needs of the institutions and other administrative units.
- Assist, if necessary, the administrators of the institutions and administrative units of the school board.
- Support, as required, the administrators of the school board by providing them with pertinent information.

Overall management of the administrative unit

- Participate in defining and developing strategies, objectives and priorities.
- Participate in developing and updating policies and by-laws.
- Collaborate with other staff members in preparing the staffing plan and in allocating the budget.
- Ensure the review and rationalization of administrative practices designed to facilitate the management of the resources in his or her sector.
- Represent, upon request, the school board or the administrative unit in matters related to his or her sector of activity.

Management of human, financial, material and information resources of his or her sector or sectors of activity

- Participate in preparing the staffing plan.
- Participate in selecting staff.
- Supervise and evaluate the staff under his or her responsibility.
- Participate in developing a professional improvement and training plan for the staff of the administrative unit or sector of activity.
- Prepare and monitor the budget for his or her sector of activity.
- Ensure the availability, functioning and proper use of equipment and materials.
- Participate in developing and updating information resources.
- Assume any other responsibility compatible with his or her function that may be assigned to him or her by the immediate superior

COORDINATOR OF FINANCIAL RESOURCES

The position of coordinator of financial resources entails the performance of duties required for the coordination, supervision, evaluation, research and development of one or more programs and activities pertaining to the management of the financial resources of the school board.

The position includes, in particular, responsibility for the coordination of one or more programs and activities pertaining to budget management, financial systems management, preparation and standardization of financial statements, accounting, treasury management and supervision of internal financial controls.

The position consists in providing, within the incumbent's field of competence, advice and expertise to the administrators of the school board so as to promote the optimal management of financial resources.

In general, this position includes the following responsibilities:

- Participate in developing the objectives and strategies of the school board dealing with financial resources for which the incumbent is responsible and, where applicable, collaborate with other staff members in determining the annual action plan.
- Participate in developing policies and programs and ensure that the administrative procedures relating to the financial resources management of the school board are implemented.
- Participate in devising and developing accounting and financial systems.
- Participate in preparing the budgetary forecasts and the budget and in devising systems, methods and procedures for budget and financial control.
- Coordinate the preparation of financial statements of all types.
- Supervise the accounting and financial operations of all the administrative units.
- Ensure that the school board benefits from the maximum revenue available from ministries and other subsidizing organizations.
- Coordinate the planning and management activities associated with school taxes.
- Contribute, where applicable, to the development of decentralization mechanisms for financial management.
- Coordinate the creation, implementation and improvement of financial resources management tools adapted to the needs of the institutions and other administrative units.
- Assist, if necessary, the administrators of the institutions and administrative units of the school board.

- Support, as required, the administrators of the school board by providing them with pertinent information.

Overall management of the administrative unit

- Participate in defining and developing strategies, objectives and priorities.
- Participate in developing and updating policies and by-laws.
- Collaborate with other staff members in preparing the staffing plan and in allocating the budget.
- Ensure the review and rationalization of administrative practices designed to facilitate the management of the resources in his or her sector.
- Represent, upon request, the school board or the administrative unit in matters related to his or her sector of activity.

Management of human, financial, material and information resources of his or her sector or sectors of activity

- Participate in preparing the staffing plan.
- Participate in selecting staff.
- Supervise and evaluate the staff under his or her responsibility.
- Participate in developing a professional improvement and training plan for the staff of the administrative unit or sector of activity.
- Prepare and monitor the budget for his or her sector of activity.
- Ensure the availability, functioning and proper use of equipment and materials.
- Participate in developing and updating information resources.
- Assume any other responsibility compatible with his or her function that may be assigned to him or her by the immediate superior.

COORDINATOR OF MATERIAL RESOURCES

The position of coordinator of material resources entails the performance of duties required for the coordination, supervision, evaluation, research and development of one or more programs and activities pertaining to the management of the material resources of the school board.

The position includes, in particular, responsibility for the coordination of one or more programs and activities pertaining to capital projects, building maintenance, equipment and grounds, supply services, energy resources, immovables, space and accommodation management, safety and upkeep.

The position consists in providing, within the incumbent's field of competence, advice and expertise to the administrators of the school board so as to promote the optimal management of material resources.

In general, this position includes the following responsibilities:

- Participate in developing the objectives and strategies of the school board dealing with material resources for which the incumbent is responsible and, where applicable, collaborate with other staff members in determining the annual action plan.
- Participate in planning and coordinating the implementation, development and application of the rules and procedures related to preventive maintenance, physical maintenance and upkeep and energy management.
- Ensure that the activities related to the protection of movables and immovables are carried out.
- Assume the responsibilities assigned to him or her as regards the construction, improvement, extension and renovation of immovables.
- Define the rules and procedures related to purchases, supplies and inventory control.
- Develop the policies dealing with the conversion and use of premises and equipment.
- Collaborate with other staff members in negotiating, drafting and applying memorandums of agreement and in developing a plan of allocation and destination of immovables.
- Collaborate with other staff members in promoting and applying occupational health and safety rules.
- Coordinate the creation, implementation and improvement of the material resources management tools of the school board.
- Assist, if necessary, the administrators of the institutions and administrative units of the school board.

- Support, as required, the administrators of the school board by providing them with pertinent information.

Overall management of the administrative unit

- Participate in defining and developing strategies, objectives and priorities.
- Participate in developing and updating policies and by-laws.
- Collaborate with other staff members in preparing the staffing plan and in allocating the budget.
- Ensure the review and rationalization of administrative practices designed to facilitate the management of the resources in his or her sector.
- Represent, upon request, the school board or the administrative unit in matters related to his or her sector of activity.

Management of human, financial, material and information resources of his or her administrative unit or sector of activity

- Participate in preparing the staffing plan.
- Participate in selecting staff.
- Supervise and evaluate the staff under his or her responsibility.
- Participate in developing a professional improvement and training plan for the staff of the administrative unit or sector of activity.
- Prepare and monitor the budget for his or her sector of activity.
- Ensure the availability, functioning and proper use of equipment and materials.
- Participate in developing and updating information resources.
- Assume any other responsibility compatible with his or her function that may be assigned to him or her by the immediate superior.

COORDINATOR OF INFORMATION AND TECHNOLOGY SERVICES

The position of coordinator of information and technology services entails the performance of duties required for the coordination, supervision, evaluation, research and development of one or more programs and activities pertaining to the management of the information and technology services of the school board.

The position includes, in particular, responsibility for the coordination of one or more programs and activities pertaining to the development plan and operation of computerized systems, functioning and maintenance of computers, service agreements, information technologies, office automation, networking and telecommunications.

The position consists in providing, within the incumbent's field of competence, advice and expertise to the administrators of the school board so as to promote the optimal management of information and technology services.

In general, this position includes the following responsibilities:

- Participate in developing the objectives and strategies of the school board dealing with information and technology services for which the incumbent is responsible and, where applicable, collaborate with other staff members in determining the annual action plan.
- Participate in developing policies pertaining to information and technology services.
- Participate in planning and coordinating the implementation, development, review, maintenance, proper and secure use and control of computerized systems, office automation, networking, telecommunication and information technology tools of the school board.
- Participate in putting in place an appropriate technological monitoring mechanism to analyze the needs of the organization.
- Prepare, control and implement the schedule of operations dealing with equipment maintenance and functioning of computers.
- Participate in negotiating service agreements with suppliers and users outside of the school board and ensure that the services provided are compatible.
- Collaborate, where applicable, in developing and conducting joint projects with other organizations.
- Ensure the availability and functioning of equipment and tools for information technologies, office automation, networking and telecommunications for the school board.
- Ensure, where applicable, the integration of computerized systems into the institutions and administrative units.

- Organize training activities for staff on the use of computers and office automation, networking, telecommunication and information technology tools.
- Coordinate the creation, implementation and improvement of computer tools adapted to the needs of the institutions and other administrative units.
- Assist, if necessary, the administrators of the institutions and administrative units of the school board.
- Support, as required, the administrators of the school board by providing them with pertinent information.

Overall management of the administrative unit

- Participate in defining and developing strategies, objectives and priorities.
- Participate in developing and updating policies and by-laws.
- Collaborate with other staff members in preparing the staffing plan and in allocating the budget.
- Ensure the review and rationalization of administrative practices designed to facilitate the management of the resources in his or her sector.
- Represent, upon request, the school board or the administrative unit in matters related to his or her sector of activity.

Management of human, financial, material and information resources of his or her administrative unit or sector of activity

- Participate in preparing the staffing plan.
- Participate in selecting staff.
- Supervise and evaluate the staff under his or her responsibility.
- Participate in developing a professional improvement and training plan for the staff of the administrative unit or sector of activity.
- Assess the training needs of the staff under his or her responsibility.
- Prepare and monitor the budget for his or her sector of activity.
- Ensure the availability, functioning and proper use of equipment and materials.

- Participate in developing and updating information resources.
- Assume any other responsibility compatible with his or her function that may be assigned to him or her by the immediate superior.

COORDINATOR OF STUDENT SERVICES

The position of coordinator of student services entails the performance of duties required for the coordination, supervision, evaluation, research and development of one or more programs and activities related to the management of student services of the school board.

The position includes, in particular, responsibility for the coordination of one or more programs and activities related to special education, day care services, lunchtime program, guidance, psychology, remediation, psychoeducational services, social services, health services, sports, cultural and social activities, spiritual care and guidance and community involvement, community relations, services to promote student participation in educational life and services to educate students about their rights and responsibilities.

The position consists in providing, within the incumbent's field of competence, advice and expertise to the administrators of the school board so as to promote the optimal management of student services.

In general, this position includes the following responsibilities:

- Participate in developing the objectives and strategies of the school board dealing with student services for which the incumbent is responsible and, where applicable, collaborate with other staff members in determining the annual action plan.
- Participate in defining the objectives and policies concerning student services.
- Coordinate all the operations relating to the availability of student services.
- Participate in determining the objectives and policies concerning rehabilitation and reeducation resources provided to handicapped students and to students with social maladjustments or learning difficulties.
- Work with school administrations, if need be, on individualized education plans and on models for student services and for instruction to at-risk students, students with special needs or handicapped students.
- Participate in preparing, negotiating and implementing contracts and service agreements with organizations responsible for providing student services.
- Participate in preparing, where applicable, proposals for the provision of student services in the adult education and vocational education sectors.
- Coordinate the management of operations related to the placement of students who require special educational services.
- Provide support, if need be, to the institutions in matters related to school day care services.

- Maintain, where applicable, links with various external organizations and ensure the follow-up of files on the improvement and development of the quality of life in schools and of community life.
- Participate in developing the policy concerning the expulsion and relocation of students.
- Participate, where applicable, in the management of MEQ-MSSS agreements and specific mandates assigned within or outside the region.
- Coordinate the creation, implementation and improvement of management tools for student services adapted to the needs of the institutions.
- Assist, if necessary, the administrators of the institutions and administrative units of the school board.
- Support, as required, the administrators of the school board by providing them with pertinent information.

Overall management of the administrative unit

- Participate in defining and developing strategies, objectives and priorities.
- Participate in developing and updating policies and by-laws.
- Collaborate with other staff members in preparing the staffing plan and in allocating the budget.
- Ensure the review and rationalization of administrative practices designed to facilitate the management of the resources in his or her sector.
- Represent, upon request, the school board or the administrative unit in matters related to his or her sector of activity.

Management of human, financial, material and information resources of his or her administrative unit or sector of activity

- Participate in preparing the staffing plan.
- Participate in selecting staff.
- Supervise and evaluate the staff under his or her responsibility.
- Participate in developing a professional improvement and training plan for the staff of the administrative unit or sector of activity.
- Prepare and monitor the budget for his or her sector of activity.

- Ensure the availability, functioning and proper use of equipment and materials.
- Participate in developing and updating information resources.
- Assume any other responsibility compatible with his or her function that may be assigned to him or her by the immediate superior.

COORDINATOR OF ADULT EDUCATION SERVICES OR VOCATIONAL EDUCATION SERVICES (or both)

The position of coordinator of adult education or vocational education services entails the performance of duties required for the coordination, supervision, evaluation, research and development of one or more programs and activities pertaining to the management of adult education and vocational education services of the school board.

The position includes, in particular, responsibility for the coordination of one or more programs and activities pertaining to the programs of study and teaching methods, evaluation and measurement of student achievement as well as services to businesses and organizations.

The position consists in providing, within the incumbent's field of competence, advice and expertise to the administrators of the school board so as to promote the optimal management of adult education and vocational education services.

In general, this position includes the following responsibilities:

- Participate in developing the objectives and strategies of the school board dealing with adult education and vocational education services for which the incumbent is responsible and, where applicable, collaborate with other staff members in determining the annual action plan.
- Participate in preparing and coordinating the development, implementation and application of programs of study, teaching means, methods and techniques as well as the inherent evaluation and control measures.
- Contribute to the development of the policy concerning the evaluation of student achievement and establish the standards and procedures.
- Participate in the distribution of teaching staff and other staff as well as programs of study and other services offered by the various centres of the school board.
- Assume the responsibilities assigned to him or her as regards the basic school regulations, the programs of study and the procedures for the certification of studies.
- Participate in developing policies concerning the organization of adult education and vocational education services.
- Contribute to the development, application and evaluation of the regulation respecting student admission and enrolment.
- Contribute to the promotion of adult education and vocational education services, the development of the market as well as the preparation of proposals for the provision of services.
- Participate in developing and consolidating partnerships with the organizations concerned.

- Coordinate the activities pertaining to the admission and enrolment of students, the follow-up of the declarations of student enrolment and the forwarding of school marks to the MEQ.
- Participate, where applicable, in negotiating and concluding partnership agreements with, among others, Emploi Québec, local development agencies and private enterprise.
- Coordinate the programs and activities of the school board dealing with services provided to businesses and organizations.
- Coordinate the creation, implementation and improvement of management tools for adult education and vocational education services adapted to the needs of the institutions.
- Assist, if necessary, the administrators of the institutions and administrative units of the school board.
- Support, as required, the administrators of the school board by providing them with pertinent information.

Overall management of the administrative unit

- Participate in defining and developing strategies, objectives and priorities.
- Participate in developing and updating policies and by-laws.
- Collaborate with other staff members in preparing the staffing plan and in allocating the budget.
- Ensure the review and rationalization of administrative practices designed to facilitate the management of the resources in his or her sector.
- Represent, upon request, the school board or the administrative unit in matters related to his or her sector of activity.

Management of human, financial, material and information resources of his or her administrative unit or sector of activity

- Participate in preparing the staffing plan.
- Participate in selecting staff.
- Supervise and evaluate the staff under his or her responsibility.
- Participate in developing a professional improvement and training plan for the staff of the administrative unit or sector of activity.
- Prepare and monitor the budget for his or her sector of activity.

- Ensure the availability, functioning and proper use of equipment and materials.
- Participate in developing and updating information resources.
- Assume any other responsibility compatible with his or her function that may be assigned to him or her by the immediate superior.

COORDINATOR OF SCHOOL TRANSPORTATION SERVICES

The position of coordinator of school transportation services entails the performance of duties required for the coordination, supervision, evaluation, research and development of one or more programs and activities pertaining to the management of the school transportation services of the school board.

The position includes, in particular, responsibility for the coordination of one or more programs and activities pertaining to the needs analysis, preparation of proposals for the provision of services, management of operations, budget, safety, contracts and customer relations.

The position consists in providing, within the incumbent's field of competence, advice and expertise to the administrators of the school board so as to promote the optimal management of school transportation services.

In general, this position includes the following responsibilities:

- Participate in developing the objectives and strategies of the school board dealing with school transportation services for which the incumbent is responsible and, where applicable, collaborate with other staff members in determining the annual action plan.
- Participate in developing and updating the administrative policies and procedures of the school board dealing with school transportation.
- Coordinate the development, implementation and application of rules, standards and procedures related to the management of school transportation.
- Coordinate the development, implementation and application of the rules, standards and procedures designed to ensure the safety of all students in the designated zones, the areas where students are dropped off and the areas surrounding the school.
- Analyze school transportation needs.
- Prepare proposals concerning routes, trips and schedules.
- Prepare and negotiate, upon request, school transportation contracts with carriers, private teaching institutions and municipal transit corporations and ensure that the requirements of the contracts are met.
- Ensure compliance with all the laws and regulations pertaining to school transportation and, in particular, safety.
- Administer the school transportation operating budget.
- Represent the school board on the advisory committee on transportation and organize the meetings.

- Prepare documentation concerning school transportation intended for students and parents and ensure that it is distributed.
- Prepare the necessary data and information on the students transported for the ministries concerned.
- Manage the process for resolving complaints from parents, carriers, school administrations and citizens.
- Collaborate with other staff members in processing requests for the reconsideration of decisions filed under the Education Act.
- Maintain a communications and exchange network with the municipalities, police force and government agencies concerned by school transportation.
- Coordinate the creation, implementation and improvement of school transportation management tools adapted to the needs of the institutions.
- Assist, if necessary, the administrators of the institutions and the administrative units of the school board.
- Support, as required, the administrators of the school board by providing them with pertinent information.

Overall management of administrative unit

- Participate in defining and developing strategies, objectives and priorities.
- Participate in developing and updating policies and by-laws.
- Collaborate with other staff members in developing the staffing plan and in allocating the budget.
- Ensure the review and rationalization of administrative practices designed to facilitate the management of the resources in his or her sector.
- Represent, upon request, the school board or administrative unit on matters related to his or her sector of activity.

Management of human, financial, material and information resources of his or her administrative unit or sector of activity

- Participate in preparing the staffing plan.
- Participate in selecting staff.
- Supervise and evaluate the staff under his or her responsibility.

- Participate in developing a professional development and training plan for the staff of the administrative unit or sector of activity.
- Prepare and monitor the budget for his or her sector of activity.
- Ensure the availability, functioning and proper use of equipment and materials.
- Participate in developing and updating information resources.
- Assume any other responsibility compatible with his or her function that may be assigned to him or her by the immediate superior.

PERSONNEL MANAGEMENT CONSULTANT

The position of personnel management consultant entails responsibility for the operation of one or more programs and activities pertaining to the human resources management of the school board.

The position includes, in particular, responsibility for the operation of one or more programs and activities pertaining to staffing, evaluation, labour relations, remuneration, classification, fringe benefits, occupational health and safety, professional development, human resources development and training, manpower planning, organization of working time, staff mobilization and organizational development.

The position consists in providing, within the incumbent's field of competence, advice and expertise to the administrators of the school board so as to promote the optimal management of human resources.

In general, this position includes the following responsibilities:

- Participate, upon request, in developing the objectives and strategies of the school board dealing with human resources and, where applicable, in determining the annual action plan.
- Participate in preparing the staffing plan of the school board.
- Assume the responsibilities assigned to him or her as regards staff recruitment, selection, engagement, probation as well as job classification.
- Assume the responsibilities assigned to him or her as regards labour relations such as: application and interpretation of collective agreements and labour laws, analyzing and resolving complaints and grievances as well as local negotiations.
- Act, upon request, as the representative of the school board in labour relations matters or in any other matter under his or her responsibility.
- Apply and follow up one or more of the following: labour contracts, policies, procedures and directives related to the various remuneration and fringe benefit plans for staff.
- Participate in developing and implementing health and safety programs for school board staff.
- Participate in analyzing and identifying professional improvement and training needs.
- Participate in creating, implementing and improving human resources management tools adapted to the needs of the institutions and other administrative units.
- Assist, if necessary, the administrators of the institutions and administrative units of the school board.

- Support, as required, the administrators of the school board by providing them with pertinent information.

Overall management of the administrative unit

- Participate, upon request, in defining and developing strategies, objectives and priorities.
- Participate, upon request, in developing and updating policies and by-laws.
- Collaborate with other staff members, upon request, in preparing the staffing plan and in allocating the budget.
- Participate in the review and the rationalization of administrative practices designed to facilitate the management of the resources in his or her sector.
- Represent, upon request, the school board or the administrative unit in matters related to his or her sector of activity.

Management of human, financial, material and information resources of his or her sector or sectors of activity

- Participate, upon request, in preparing the staffing plan.
- Participate in selecting staff.
- Supervise and evaluate the staff under his or her responsibility.
- Assume the responsibilities assigned to him or her as regards budget management and material management as well as any other responsibility.
- Assume any other responsibility compatible with his or her function that may be assigned to him or her by the immediate superior.

Section C
MANAGERIAL STAFF

SUPERINTENDENT OF EQUIPMENT SERVICES

The position of superintendent of equipment services entails responsibility for the management of the technical, administrative and manual activities required for the operation of one or more material resources programs of the school board.

The position includes, in particular, the performance of management duties pertaining to the activities required for the execution of work, plans and specifications, budget estimates, calls for tenders, contract follow-up, protection of movables and immovables, energy management and use of premises, space and equipment.

The position consists in providing, within the incumbent's field of competence, advice and expertise to the administrators of the school board so as to promote the optimal management of material resources.

In general, this position includes the following responsibilities:

- Participate, upon request, in the consultative process for developing the objectives and strategies of the school board dealing with material resources, particularly in the incumbent's sector of activity and, where applicable, collaborate with other staff members in determining the annual action plan.
- Participate in developing and updating policies, systems, standards and procedures related to his or her sector of activity and ensure their application.
- Participate in developing and updating a preventive and corrective maintenance plan.
- Prepare technical documents related to construction, conversion and renovation projects.
- Supervise the drawing up of plans and specifications as well as budget estimates.
- Collaborate with other staff members in preparing calls for tenders.
- Participate in selecting professionals and suppliers to carry out construction and renovation work.
- Collaborate with other staff members in drafting, negotiating and following up service contracts.
- Supervise, upon request, the execution of work and monitor the budget.
- Ensure that the master plan for immovables is updated and that activities related to the periodic evaluation of immovables are carried out.
- Assume the responsibilities assigned to him or her as regards the protection of movables and immovables.
- Assume the responsibilities assigned to him or her as regards energy management.

- Ensure compliance with the regulations applicable to his or her milieu.
- Participate in defining rules and procedures concerning purchases, supplies and inventory control.
- Participate in developing policies dealing with the conversion and use of premises, space and equipment.
- Collaborate with other staff members, upon request, in creating material resources management tools adapted to the needs of the institutions and other administrative units.
- Assist, if necessary, the administrators of the institutions and administrative units of the school board.
- Support, as required, the administrators of the school board by providing them with pertinent information.

Management of human, financial, material and information resources of his or her sector of activity

- Participate in preparing the staffing plan.
- Participate in selecting staff.
- Supervise and evaluate the staff under his or her responsibility.
- Assess the training needs of the staff under his or her responsibility.
- Participate in preparing the budget for his or her sector of activity and monitor it, upon request.
- Ensure the availability, functioning and proper use of equipment and materials.
- Participate in developing and updating information resources.
- Ensure, in his or her sector of activity, the review and rationalization of administrative practices.
- Represent, upon request, the school board or the administrative unit in matters related to his or her sector of activity.
- Assume any other responsibility compatible with his or her function that may be assigned to him or her by the immediate superior.

SUPERINTENDENT OF MAINTENANCE SERVICES

The position of superintendent of maintenance services entails responsibility for the management of the technical, administrative and manual activities required for the operation of one or more material resources programs of the school board.

The position includes, in particular, the performance of management duties pertaining to the activities required for the upkeep, preventive and corrective maintenance of the facilities of the school board, the smooth operation of various systems, availability of materials, calls for tenders and contract follow-up, protection of movables and immovables, energy management as well as the use of premises, space and equipment.

The position consists in providing, within the incumbent's field of competence, advice and expertise to the administrators of the school board so as to promote the optimal management of material resources.

In general, this position includes the following responsibilities:

- Participate, upon request, in the consultative process for developing the objectives and strategies of the school board dealing with material resources, particularly in the incumbent's sector of activity and, where applicable, collaborate with other staff members in determining the annual action plan.
- Participate in developing and updating policies, systems, standards and procedures related to his or her sector of activity and ensure that they are applied.
- Inspect the material and physical facilities of the school board.
- Ensure the execution of preventive and corrective maintenance work and upkeep operations.
- Ensure the smooth operation of all the systems relating to the functioning, maintenance and protection of the facilities of the school board.
- Prepare, upon request, the technical documents required for construction, conversion and renovation project planning.
- Collaborate with other staff members in preparing calls for tenders as regards maintenance and in selecting suppliers of services.
- Collaborate in drafting, negotiating and following up service contracts.
- Ensure that an inventory and verification system for equipment maintenance is developed, implemented and updated.
- Ensure the availability of all the materials required for the upkeep of the facilities of the school board.

- Assume the responsibilities assigned to him or her as regards energy management.
- Participate, upon request, in defining the rules and procedures concerning purchases, supplies and inventory control.
- Participate, upon request, in developing policies dealing with the conversion and use of premises, space and equipment.
- Collaborate with other staff members, upon request, in creating material resources management tools adapted to the needs of the institutions and other administrative units.
- Assist, if necessary, the administrators of the institutions and administrative units of the school board.
- Support, as required, the administrators of the school board by providing them with pertinent information.

Management of human, financial, material and information resources of his or her sector of activity

- Participate in preparing the staffing plan.
- Participate in selecting staff.
- Supervise and evaluate the staff under his or her responsibility.
- Assess the training needs of the staff under his or her responsibility.
- Participate in preparing the budget for his or her sector of activity and monitor it, upon request.
- Ensure the availability, functioning and proper use of equipment and materials.
- Participate in developing and updating information resources.
- Ensure, in his or her sector of activity, the review and rationalization of administrative practices.
- Represent, upon request, the school board or the administrative unit in matters related to his or her sector of activity.
- Assume any other responsibility compatible with his or her function that may be assigned to him or her by the immediate superior.

SUPERINTENDENT OF SUPPLY SERVICES

The position of superintendent of supply services entails responsibility for the management of the technical and administrative activities pertaining to the supply services of the school board.

The position includes, in particular, the performance of management duties pertaining to the activities required for the acquisition of goods and services, receiving, handling, classification, storage, shipping, distribution and transportation of goods as well as various inventory systems.

The position consists in providing, within the incumbent's field of competence, advice and expertise to the administrators of the school board so as to promote the optimal management of supply services.

In general, this position includes the following responsibilities:

- Participate, upon request, in the consultative process for developing the objectives and strategies of the school board dealing with supply services and, where applicable, collaborate with other staff members in determining the annual action plan.
- Participate in developing and updating policies, regulations, systems, standards and procedures relating to the acquisition of goods and services and ensure their application and effectiveness.
- Ensure that methods and procedures for the receiving, handling, classifying, storage, shipping, distribution and transportation of goods are developed, implemented and updated.
- Ensure that methods and procedures related to purchasing and inventory control are developed, implemented and updated.
- Prepare or participate in preparing calls for tenders.
- Draft, negotiate, evaluate and oversee or collaborate with other staff members in drafting, negotiating, evaluating and overseeing service contracts.
- Conduct the studies and analyses required concerning market conditions, the purchasing system in effect at the school board and various options for obtaining the best possible prices for supplies.
- Participate, where applicable, in negotiating group purchases or work with other staff members on the regional group purchases system.
- Collaborate with other staff members, upon request, in creating supply services management tools adapted to the needs of the institutions and other administrative units.
- Assist, if necessary, the administrators of the institutions and administrative units of the school board.

- Support, as required, the administrators of the school board by providing them with pertinent information.

Management of human, financial, material and information resources of his or her sector of activity

- Participate in preparing the staffing plan.
- Participate in selecting staff.
- Supervise and evaluate the staff under his or her responsibility.
- Assess the training needs of the staff under his or her responsibility.
- Participate in preparing the budget for his or her sector of activity and monitor it, upon request.
- Ensure the availability, functioning and proper use of equipment and materials.
- Participate in developing and updating information resources.
- Ensure, in his or her sector of activity, the review and rationalization of administrative practices.
- Represent, upon request, the school board or the administrative unit in matters related to his or her sector of activity.
- Assume any other responsibility compatible with his or her function that may be assigned to him or her by the immediate superior.

SUPERINTENDENT OF SCHOOL TRANSPORTATION SERVICES

The position of superintendent of school transportation services entails responsibility for the management of the technical and administrative activities pertaining to school transportation services.

The position includes, in particular, the performance of management duties pertaining to the activities required for the needs analysis, preparation of proposals for the provision of services, management of operations, budget, safety, contracts and customer relations.

The position consists in providing, within the incumbent's field of competence, advice and expertise to the administrators of the school board so as to promote the optimal management of school transportation services.

In general, this position includes the following responsibilities:

- Participate, upon request, in the consultative process for developing the objectives and strategies of the school board dealing with school transportation services and, where applicable, collaborate with other staff members in determining the annual action plan.
- Contribute to the development and update of the administrative policies and procedures of the school board dealing with school transportation.
- Participate in defining, implementing and applying rules, standards and procedures relating to the management of school transportation.
- Participate in developing, implementing and applying rules, standards and procedures designed to ensure the safety of all students in the designated zones, the areas where students are dropped off and the areas surrounding the school.
- Participate in analyzing school transportation needs.
- Participate in preparing proposals concerning routes, trips and schedules.
- Participate in preparing school transportation contracts with carriers, private teaching institutions and municipal transit corporations.
- Ensure compliance with all the laws and regulations pertaining to school transportation and, in particular, safety.
- Participate in administering the school transportation operating budget.
- Represent, upon request, the school board on the advisory committee on transportation.
- Participate in preparing documentation concerning school transportation intended for students and parents and ensure that it is distributed.

- Participate in the process for resolving complaints from parents, carriers, school administrations and citizens.
- Collaborate with other staff members, upon request, in creating school transportation management tools adapted to the needs of the institutions.
- Assist, if necessary, the administrators of the institutions and the administrative units of the school board.
- Support, as required, the administrators of the school board by providing them with pertinent information.

Management of human, financial, material and information resources of his or her sector of activity

- Participate in preparing the staffing plan.
- Participate in selecting staff.
- Supervise and evaluate the staff under his or her responsibility.
- Assess the training needs of the staff under his or her responsibility.
- Participate in preparing the budget for his or her sector of activity and monitor it, upon request.
- Ensure the availability, functioning and proper use of equipment and materials.
- Participate in developing and updating information resources.
- Ensure, in his or her sector of activity, the review and rationalization of administrative practices.
- Represent, upon request, the school board or the administrative unit in matters related to his or her sector of activity.
- Assume any other responsibility compatible with his or her function that may be assigned to him or her by the immediate superior.

ASSISTANT SUPERINTENDENT OF SCHOOL TRANSPORTATION SERVICES

The position of assistant superintendent of school transportation services entails the performance of management duties pertaining to one or more technical and administrative activities required for the provision of school transportation services.

The position includes, in particular, the performance of management duties pertaining to one or more activities required for the needs analysis, preparation of proposals for the provision of services, management of operations, budget, safety, contracts and customer relations.

The position consists in providing, within the incumbent's field of competence, advice to the administrators of the school board so as to promote the optimal management of school transportation services.

In general, this position includes the following responsibilities:

- Contribute, upon request, to the consultative process for developing the objectives and strategies of the school board dealing with school transportation services and, where applicable, collaborate with other staff members in determining the annual action plan.
- Contribute, upon request, to the development and update of the administrative policies and procedures of the school board dealing with school transportation.
- Participate, upon request, in defining, implementing and applying rules, standards and procedures relating to the management of school transportation.
- Contribute to analyzing school transportation needs.
- Contribute to preparing proposals concerning routes, trips and schedules.
- Participate, upon request, in preparing school transportation contracts.
- Ensure, in his or her sector of activity, compliance with all the laws and regulations relating to school transportation and, in particular, safety.
- Contribute to administering the school transportation operating budget.
- Contribute to the preparation of documentation concerning school transportation intended for students and parents and ensure, upon request, that it is distributed.
- Contribute to the process for resolving complaints from parents, carriers, school administrations and citizens.
- Assist, if necessary, the administrators of the institutions and the administrative units of the school board.
- Support, as required, the administrators of the school board by providing them with pertinent information.

Management of human, financial, material and information resources of his or her sector of activity

- Participate, upon request, in selecting staff.
- Manage and evaluate the staff under his or her responsibility.
- Report the training needs of the staff under his or her responsibility.
- Ensure the availability, functioning and proper use of equipment and materials.
- Maintain effective communications with other sectors, administrative units and institutions.
- Ensure, in his or her sector of activity, that the administrative practices in effect at the school board are applied.
- Represent, upon request, the administrative unit in matters related to his or her sector of activity.
- Assume any other responsibility compatible with his or her function that may be assigned to him or her by the immediate superior.

ADMINISTRATIVE ASSISTANT (SCHOOL OR CENTRE)

The position of administrative assistant entails responsibility for the management of the technical and administrative activities pertaining to the human, financial, material, information and technical resources of an institution.

The position includes, in particular, the performance of management duties pertaining to the activities required for the human, financial, material, information and technical resources, secretariat, supply services, inventories, printing and reproduction processes, food services, student services and service contracts.

The position consists in providing, within the incumbent's field of competence, advice to other senior staff members of the institution so as to promote the optimal management of human, financial, material, information and technical resources of the institution.

In general, this position includes the following responsibilities:

Overall management of the institution

- Participate, upon request, in developing the educational projects and in determining the strategies, objectives and priorities of the institution.
- Participate in assessing the needs of the institution in human, financial, material, information and technical resources and collaborate with other staff members in preparing the staffing plan and in allocating the budget.
- Participate in defining internal procedures and regulations and ensure the review and rationalization of administrative practices.
- Collaborate with other staff members in creating human, financial, material, information and technical resources management tools required for the smooth operation of the institution.

Human resources management of the institution

- Ensure that all administrative activities required for the human resources management of the institution are carried out.
- Participate in selecting the staff under his or her responsibility.
- Supervise and evaluate the staff under his or her responsibility.
- Assess the training needs of the staff under his or her responsibility.

Financial resources management of the institution

- Assist the director in preparing budget forecasts and monitor them.

- Supervise all of the accounting operations associated with the financial resources management of the institution.
- Prepare financial reports and any document required by the administration or the school board relating to the financial resources management of the institution.
- Supervise the collection and financial operations of the institution, including other sources of financing.

Material resources management of the institution

- Manage the acquisition process of the institution.
- Collaborate with other staff members in managing rental space and in preparing and applying memorandums of agreement concluded, in particular, between schools and municipalities.
- Ensure the upkeep, preventive and corrective maintenance of the institution and follow-up, if need be, of the service contracts with external suppliers.
- Ensure the availability and proper functioning of the alarm systems and the update of the institution's evacuation plan.
- Collaborate with other staff members, if need be, in conducting construction, conversion and renovation projects.

Information and technical resources management of the institution

- Participate in developing and implementing methods for disseminating information within or outside the institution.
- Participate in the installation of education-related computer systems.
- Ensure the availability and proper functioning of the printing, facsimile and reproduction equipment, the computer networks and the telephone system and assume the responsibilities assigned.

Student services

- Ensure the management, from the administrative standpoint, of activities related to student services.
- Plan and organize the administrative operations conducted at the beginning and end of the school year.
- Collaborate with other staff members in organizing special transportation services for students.

- Ensure, if need be, that the requirements of contracts related to food services are met.
- Collaborate with other staff members in adopting monitoring measures to ensure the safety of students both inside and outside the institution.

Other responsibilities

- Represent, upon request, the institution in matters related to his or her expertise.
- Assist the administrators of the institution.
- Assume any other responsibility compatible with his or her function that may be assigned to him or her by the immediate superior.

ADMINISTRATION OFFICER

The position of administration officer entails the performance of the management duties pertaining to the technical and administrative activities required for the operation of one or more programs or activities within an administrative unit.

The position includes, in particular, the performance of management duties pertaining to the technical and administrative activities required for the preparation of budgets, operations associated with school taxes, budget follow-up, compilation of statistics, payroll, document management in the human resources sector, supply services, general secretariat and the preparation of various documents.

The position consists in providing, within the incumbent's field of competence, advice to administrators of the school board so as to promote the optimal management of programs or activities under his or her responsibility.

In general, this position includes the following responsibilities:

- Contribute, upon request, to the consultative process for developing the objectives and strategies of the school board dealing with the administrative unit to which the incumbent belongs and, where applicable, collaborate with other staff members in determining the annual action plan.
- Participate, upon request, in developing and updating the administrative policies, systems, standards and procedures related to his or her sector of activity and ensure that they are applied.
- Ensure the planning, organization and execution of various technical and administrative activities in his or her sector of activity.
- Participate in determining the work priorities.
- Ensure the planning and organization of various administrative and technical activities according to the priorities and schedules established.
- Carry out or supervise the execution of activities for which he or she is responsible.
- Control the quality of the various operations.
- Ensure that the requirements as regards materials and equipment for his or her sector, where applicable, are met.
- Prepare and circulate reports, documents and statistics relating to his or her sector of activity.
- Collaborate, upon request, in creating management tools adapted to the needs of the institutions and other administrative units.

- Support, as required, the administrators of the school board by providing them with pertinent information.
- Assist, if necessary, the administrators of the institutions and the administrative units of the school board.

Management of human, financial, material and information resources of his or her sector of activity

- Participate, upon request, in selecting staff.
- Manage, where applicable, the work schedules.
- Manage and evaluate the staff under his or her responsibility.
- Report the training needs of the staff under his or her responsibility.
- Manage, where applicable, the operating budget assigned.
- Ensure the availability, functioning and proper use of equipment and materials.
- Maintain effective communications with other sectors, administrative units and institutions.
- Ensure, in his or her sector of activity, that the administrative practices in effect at the school board are applied.
- Represent, upon request, the administrative unit in matters related to his or her sector of activity.
- Assume any other responsibility compatible with his or her function that may be assigned to him or her by the immediate superior.

SECRETARIAL STAFF MANAGER

The position of secretarial staff manager entails the performance of management duties pertaining to the technical and administrative activities required for the operation of one or more programs for the execution of the secretarial work of the school board.

The position includes, in particular, the performance of management duties pertaining to the activities required for the execution of the secretarial work of the administrative unit to which the incumbent belongs.

The position consists in providing, within the incumbent's field of competence, advice to administrators of the school board so as to promote the optimal management of secretarial services.

In general, this position includes the following responsibilities:

- Contribute, upon request, to the consultative process for developing the objectives and strategies of the school board dealing with the administrative unit to which the incumbent belongs and, where applicable, collaborate with other staff members in determining the annual action plan.
- Participate, upon request, in developing and updating the policies, systems, standards and procedures related to his or her sector of activity and ensure that they are applied.
- Participate in determining the secretarial work priorities.
- Distribute the work among the secretarial staff.
- Supervise the execution of the work within the time limits prescribed and control the quality.
- Ensure that the requirements as regards materials and equipment for his or her sector are met.
- Collaborate with other staff members, upon request, in creating management tools designed for the institutions, administrative units and the school board.
- Support, as required, the administrators of the school board by providing them with pertinent information.
- Assist, if necessary, the administrators of the institutions and the administrative units of the school board.

Management of human, financial, material and information resources of his or her sector of activity

- Participate, upon request, in selecting staff.

- Manage, where applicable, the work schedules.
- Manage and evaluate the staff under his or her responsibility.
- Report the training needs of the staff under his or her responsibility.
- Manage, where applicable, the operating budget assigned.
- Ensure the availability, functioning and proper use of equipment and materials.
- Maintain effective communications with other sectors, administrative units and institutions.
- Ensure, in his or her sector of activity, that the administrative practices in effect at the school board are applied.
- Represent, upon request, the administrative unit in matters related to his or her sector of activity.
- Assume any other responsibility compatible with his or her function that may be assigned to him or her by the immediate superior.

SPECIALIZED MAINTENANCE FOREMAN

The position of specialized maintenance foreman entails the performance of management duties pertaining to the technical, administrative and manual activities required for the operation of one or more property and equipment maintenance programs of the school board.

The position includes, in particular, the performance of management duties pertaining to the activities required for the preventive and corrective maintenance of the facilities of the school board by a team of qualified workmen particularly in the following fields: electricity, plumbing, carpentry, painting, mechanics and energy conservation.

The position consists in providing, within the incumbent's field of competence, advice to the administrators of the school board so as to promote the optimal management of maintenance services.

In general, this position includes the following responsibilities:

- Contribute, upon request, to the consultative process for developing the objectives and strategies of the school board dealing with material resources, particularly in his or her sector of activity and, where applicable, collaborate with other staff members in determining the annual action plan.
- Participate, upon request, in preparing and updating policies, systems, standards and procedures related to his or her sector of activity and ensure that they are applied.
- Participate in analyzing the preventive and corrective maintenance needs of the material and physical facilities of the school board and in implementing a preventive maintenance system.
- Participate in determining the maintenance work priorities and in evaluating the costs.
- Determine the maintenance work schedules, assign the necessary staff and ensure the availability of the materials and equipment required.
- Supervise and control the execution of maintenance work.
- Verify, upon request, the work carried out by outside businesses.
- Ensure that the techniques recognized for each of the specialized trades are applied and that health and safety standards are observed.
- Ensure that the requirements as regards materials and equipment are met and keep up-to-date inventories for his or her sector.
- Inspect periodically the equipment and materials used.
- Prepare and circulate, upon request, reports, documents and statistics related to his or her sector of activity.

- Collaborate with other staff members, upon request, in creating material resources management tools adapted to the needs of the institutions and other administrative units.
- Support, as required, the administrators of the school board by providing them with pertinent information.
- Assist, if necessary, the administrators of the institutions and administrative units of the school board.

Management of human, financial, material and information resources of his or her sector of activity

- Participate, upon request, in selecting staff.
- Determine the work schedules.
- Manage and evaluate the staff under his or her responsibility.
- Report the training needs of the staff under his or her responsibility.
- Manage, where applicable, the operating budget assigned.
- Ensure the availability, functioning and proper use of equipment and materials.
- Maintain effective communications with other sectors, administrative units and institutions.
- Ensure, in his or her sector of activity, that the administrative practices in effect at the school board are applied.
- Represent, upon request, the administrative unit in matters related to his or her sector of activity.
- Assume any other responsibility compatible with his or her function that may be assigned to him or her by the immediate superior.

GENERAL MAINTENANCE FOREMAN

The position of general maintenance foreman entails the performance of management duties pertaining to the technical, administrative and manual activities required for the operation of one or more property and equipment maintenance programs of the school board.

The position includes, in particular, the performance of management duties pertaining to the activities required for the upkeep and preventive and corrective maintenance of the facilities of the school board by a team of nonspecialized workmen and caretakers.

The position consists in providing, within the incumbent's field of competence, advice to the administrators of the school board so as to promote the optimal management of maintenance services.

In general, this position includes the following responsibilities:

- Contribute, upon request, to the consultative process for developing the objectives and strategies of the school board dealing with material resources, particularly in his or her sector of activity and, where applicable, collaborate with other staff members in determining the annual action plan.
- Participate, upon request, in preparing and updating policies, systems, standards and procedures related to his or her sector of activity and ensure that they are applied.
- Participate in analyzing the upkeep and preventive and corrective maintenance needs of the material and physical facilities and immovables of the school board.
- Participate in determining the maintenance work priorities and in evaluating the costs.
- Determine the maintenance work schedules, assign the necessary staff and ensure the availability of the materials and equipment required.
- Supervise and control the execution of maintenance work.
- Verify, upon request, the work carried out by outside businesses.
- Ensure compliance with health and safety standards.
- Ensure that the requirements as regards materials and equipment are met and keep up-to-date inventories for his or her sector.
- Inspect periodically the equipment and materials used.
- Prepare and circulate, upon request, reports, documents and statistics related to his or her sector of activity.
- Collaborate, upon request, in creating material resources management tools adapted to the needs of the institutions and other administrative units.

- Support, as required, the administrators of the school board by providing them with pertinent information.
- Assist, if necessary, the administrators of the institutions and administrative units of the school board.

Management of human, financial, material and information resources of his or her sector of activity

- Participate, upon request, in selecting staff.
- Determine the work schedules.
- Manage and evaluate the staff under his or her responsibility.
- Report the training needs of the staff under his or her responsibility.
- Administer, where applicable, the operating budget assigned.
- Ensure the availability, functioning and proper use of equipment and materials.
- Maintain effective communications with other sectors, administrative units and institutions.
- Ensure, in his or her sector of activity, that the administrative practices in effect at the school board are applied.
- Represent, upon request, the administrative unit in matters related to his or her sector of activity.
- Assume any other responsibility compatible with his or her function that may be assigned to him or her by the immediate superior.