



## Career Opportunity

### LCEEQ Pilot Project Manager

The LCEEQ is looking for a dynamic individual to manage a two-year project entitled ***Teacher Mentoring and Educational Leadership: Research to Practice***. The successful candidate will be directly involved in the many facets of the project including:

- assessing the current state of teacher mentoring for teachers and educational leadership practices for administrators in the English Educational Network in Quebec;
- overseeing a comprehensive literature review of current practices;
- interfacing with university professionals to conduct specific research based on identified needs;
- proposing models of professional development support;
- actively participating in the evaluation of the project;
- providing interim and a detailed final report.

**REPORTS TO:** The LCEEQ President and Steering Committee

#### **NATURE OF THE WORK:**

The position of Project Manager involves overseeing the Pilot Project designed to assess the current situation, investigate relevant practices, design specific local research, and promote professional development related to Teacher and Administrator Mentoring.

#### **SOME CHARACTERISTIC DUTIES:**

The Project Manager will

- familiarize her/himself with the purpose and objectives of the approved Pilot Study
- conduct a needs assessment and a review of the current relevant literature
- collaborate with research professionals
- consider models of professional development
- collaborate with the LCEEQ Coordinator
- report regularly to the LCEEQ Steering Committee
- manage administrative/clerical support
- manage a budget in collaboration with the LCEEQ Coordinator
- present interim reports to the Steering Committee and an annual report to the LCEEQ membership

**MINIMUM QUALIFICATIONS:**

The successful candidate will:

- Possess a university degree in a field of study relevant to teaching, curriculum development and / or educational administration;
- Possess relevant experience in the education field;
- Be self-motivated and reliable;
- Possess strong organizational skills and be able to manage her/his work schedule;
- Demonstrate good communications skills;
- Possess excellent spoken and written English and be able to communicate in French.

**STARTING DATE:** to be determined. The Pilot Project will terminate on June 30, 2022.

**SALARY AND WORKING CONDITIONS:**

The salary is established as \$350. for a seven-hour day. The overall annual amount may not exceed \$90 000., including GST/QST. The successful candidate would be expected to provide a description of time spent on task. S/he would work from home but be available to attend meetings as required. Travel expenses would be provided in accordance with LCEEQ norms.

**DOCUMENTS REQUIRED:**

Interested candidates must provide:

- a letter of intent expressing why s/he should be considered for the position;
- an updated résumé;
- the contact information (name, address, telephone number and email address) of two references.

**CLOSING DATE: Before 4:00 p.m., September 20, 2020**

**APPLY TO:**

Forward the required documents to the postal address specified below or by email to the LCEEQ Coordinator at [jryan@lceeq.ca](mailto:jryan@lceeq.ca). All applications will be acknowledged. Only those candidates deemed to meet the necessary requirements will be invited to an interview.