

EDUCATION ADMINISTRATIVE CONSULTANT

GENERAL

This is a professional consultant position dealing in matters such as liaison, public relations, consultative advisement, integration of activities, and supportive research. The incumbent will carry major responsibility in facilitating the execution of an effective educational program.

TYPICAL DUTIES

Provide direct administrative support to school divisions upon request.

Conduct specific investigations or studies as required by department legislation or as requested by school divisions.

Assist school divisions in the areas of needs assessment/finance and the study of alternative approaches to the solution of educational problems.

Identify department resources for school divisions as they pursue alternative approaches to problem resolution.

Provide analysis and recommendations on changes in Acts and Regulations upon request.

Conduct special investigations and studies relating to continuation of Acts and Regulations.

Assist in the analysis of "Letters of Intent" for the S.B.P.C.

Investigate parental and/or citizens complaints.

Provide educational advisement to the administration of special and private schools.

Provide teacher certification for special and private schools.

Other related duties as required.

QUALIFICATIONS

Knowledge, Abilities and Skills

Specific knowledge of legislation and regulations governing provincial education.

Thorough knowledge of educational principles and practices and the ability to exercise judgment in the field.

Ability to give sound professional advice and to assist in settling controversies.

Facility in effective expression, communication and public relations.

Ability to evaluate the progress of students and the efficiency of teachers.

Education, Training and Experience

University graduation with a professional teaching certificate with at least seven years of responsible experience in the field of education.