



## Job Description

<b>Title:</b>	Regional Academic Pedagogical Consultant
<b>Supervisor:</b>	Executive Director
<b>MEESR Category:</b>	2104 – Conseiller(e) pédagogique
<b>Salary Scale:</b>	\$49 456 to \$87 626
<b>Job Category:</b>	Professional
<b>Location:</b>	Work from home
<b>Hours worked per week:</b>	35
<b>Weeks worked per year:</b>	52
<b>Sick Days:</b>	10 per year
<b>Vacation Days:</b>	10 per year
<b>4% vacation pay:</b>	Paid at Christmas break and March break

## Roles and Responsibilities

The Adult Education Pedagogical Consultant is responsible for ensuring the quality of educational services and programs of Centers with the objective of ensuring the success of all adult learners.

The Pedagogical Consultant is expected to uphold all rules and regulations of the First Nations Adult Education School Council including the applicable policies, code of ethics and confidentiality expectations.

The Pedagogical Consultant is held to the highest standard and is expected to act diligently, and with integrity and honesty in the accomplishment of all tasks and functions, as well as in fulfilling all responsibilities, in accordance with the policies, instructions and guidelines given by the School Council and in accordance with the Québec Education Act, and in accordance with his or her professional designation.

## Objectives

The Pedagogical Consultant is an expert in pedagogy and is capable of integrating, and helping teachers integrate, Indigenous knowledge into the curriculum.

The Pedagogical Consultant, in support of each Center Director, provides advice, guidance and assistance to teachers concerning the implementation of educational programs, specifically, the Educational Reform, within an adult education framework as well as in the application of programs of study, solving specific problems or adapting to students' academic and cultural needs.

The Regional Pedagogical Consultant:

- Remains up-to-date with the orientations and requirements of the programs of study within the Pedagogical Renewal and the Definitions of the Evaluation Domain for the adult sector;
- Keeps up-to-date on all Ministry guidelines and lifelong learning legislation;
- Works on specific research and other projects as a member of the School Council team;
- Maintains up-to-date information on the Ministry's goal for educational success;
- Assists center administrators in developing, revising and implementing Educational Success Plans;
- Guides teachers within the CCBE/DBE programs of study, with renewal based concepts and aids, FGA teachers in keeping educational practices in line with the professional competencies;
- Supports and orients teachers, new teachers and those on the recall list in andragogical practices representative of the renewal and programs of study in place;
- Develops, organizes and facilitates workshops for teachers and staff in Adult General Education;
- Develops, organizes and facilitates workshops for the School Council's business services, as requested;
- Sustains, animates, organizes and facilitates Professional Learning Circles for all Adult Education Centers and satellite centers supported by the School Council;
- Supports Center Directors with the organization of specific training or vocational training to meet the needs of Indigenous adult learners;
- Collaborates with Center Directors to support the development of new programs of study and the integration of indigenous knowledge;
- Collaborates with and supports the Management Team, as needed;
- Prepares quarterly reports on activities;
- Teaches adult education classes when needed;
- Supports the organization of an annual conference on indigenization of adult education.

The Regional Pedagogical Consultant is required to travel to adult education centers and satellite centers supported by the School Council in order to address their needs.

