

1.1.18 SCHOOL ORGANIZATION TECHNICIAN

Nature of the work

The principal and customary work of an employee in this class of employment consists in preparing, in conjunction with the administration, the school or centre timetable and other schedules, such as the exam schedule based on, among other things, rationalization and efficiency criteria as well as adapting and applying the procedures required for the organization of administrative operations: student registration, declaration of student enrolment, exams, preparation of report cards and certification of studies, and the summer course schedule.

Characteristic functions

The employee in this class of employment prepares the school or centre timetables while taking into account pertinent factors, such as course options, student course selection, fields of teaching, the basic school regulation, available rooms, rules for the formation of groups, teaching periods and other constraints, such as the location of rooms and availability of transportation; he or she submits the timetables to the administration and makes the necessary modifications.

He or she collects the data required for student registration and course selection; he or she devises and adapts a form for that purpose; ensures that the forms are returned once they are completed, makes the approved corrections and compiles the statistics required for preparing a timetable.

Using the appropriate software, he or she carries out analyses, extractions and specific operations as well as prepares reports aimed at monitoring or complying with the procedure prescribed for matters, such as management of student enrolment, preparation of report cards and certification of studies, financing, accounting, budget, oversize classes, student permanent codes, student absences, substitution, school transportation, failures and various lists or reports to be forwarded, in particular, to the Ministère. He or she updates student records.

He or she provides training and offers the required support in matters pertaining to the school organization procedures and use of various software to those involved in these operations; if necessary, uses word processing and Internet. He or she may be required to respond to information requests from fellow staff in the school, the school board or parents.

He or she may be required to train less experienced technicians as well as coordinate the work of support staff in performing duties related to the implementation of programs involving technical operations for which he or she is responsible.

If need be, he or she performs any other related duty.

Required qualifications

Schooling

Hold a Diploma of College Studies in *Techniques de l'administration générale* (Business Administration) or in other appropriate technical programs for the class of employment or in an appropriate specialty for the class of employment or a diploma or an attestation of studies recognized as equivalent by the competent authority.