

Adapted Services Counsellor - 2198

Job Title

Adapted Services Counsellor

Job Type

Permanent Full-time

Career Level

Professional

Education

Bachelor's Degree

Category

Educational Advisor

Salary Grade

Adapted Services Counsellor - \$49,456 - \$87,626

Job Description

IMPORTANT: Effective immediately

APPLICATION DEADLINE: May 9, 2024

JOB SUMMARY: UNDER THE GENERAL AUTHORITY OF THE ASSISTANT DIRECTOR OF STUDENT SERVICES, THE ADAPTED SERVICES COUNSELLOR WILL OVERSEE THE ACTIVITIES OF THE ACCESS CENTRE AND WILL BE RESPONSIBLE FOR THE SUPPORTING STUDENTS REQUIRING ACCOMMODATIONS.

DUTIES AND RESPONSIBILITIES:

- Serve in supervising role for the Access Centre and oversee the activities of the Access Centre in all areas, including communication with staff, students, and administration.
- Evaluate the staff and services, report on activities and projects and maintain resources of the Access Centre (e.g., computers, specialized equipment, etc.)
- Establish yearly work plan and critical path for the Access Centre and prepare year end submission for administration.
- Assess and interpret the results of psychoeducational assessments, diagnostic tests and other educational instruments for evaluating learning difficulties and limitations.
- Meet individually with students who require specific accommodations including overseeing attendants for students who require physical accommodations.
- Undertake special projects to enhance interactions and interventions with students who require accommodations as well as students with particular needs.
- Support students with their learning, social integration, and anxiety/crisis management.
- Design and implement individual plans for students and assess student progress in relation to the methods employed.
- Keep current with issues relating to funding and regulations concerning students requiring accommodations.
- Maintain records and prepare documents required by the MES related to funding for students requiring accommodations.
- Assure that appropriate data is collected and report on key performance indicators for the Access Centre
- Act as a resource person or consultant within area of expertise
- Participate in appropriate College committees.
- Liaise with Student Services departments, the Registrar's Office, Academic departments and faculty, Academic Administration regarding students requiring accommodations.
- Maintain links with other Cégeps and University accessibility services to promote the activities of the Access Centre.
- Assist with exam invigilation and the English Exit Exam.
- Perform other tasks as assigned.

QUALIFICATIONS:**Education**

- Minimum of an undergraduate degree in an appropriate field of specialization; particularly in special education.
- Master's degree in an appropriate discipline as asset.

Specific Requirements:

- Minimum of 3 years of experience working in adapted services with student populations
- Member of appropriate Professional order an asset
- Excellent human relations, organizational and administrative skills
- Demonstrated leadership abilities
- English (Advanced oral, written comprehension and written production)
- French (Intermediate oral, written comprehension and written production)

Testing may be required to demonstrate knowledge of:

- English (Advanced oral, written comprehension and written production)
- French (Intermediate oral, written comprehension and written production)

Organizational Unit

John Abbott College -> Student Services 3091 -> Student Access Centre 2082

Location

John Abbott College - Ste-Anne-de-Bellevue, QC H9X 3L9 CA (Primary)

Team

NON-TEACHING TEAM

of Hires Needed

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Deadline Date

5/9/2024