

CALL FOR APPLICATIONS

SUPERVISOR—MINISTERIAL EXAMINATION OF COLLEGE ENGLISH LANGUAGE OF INSTRUCTION AND LITERATURE

The objective of this call for applications is to fill a position of supervisor in the working group on the Ministerial Examination of English, Language of Instruction and Literature, for the next three (3) years.

This three (3)-year period includes nine (9) marking sessions :

- January 2021, May-June 2021 and August 2021
- January 2022, May-June 2022 and August 2022
- January 2023, May-June 2023 and August 2023

Note: Since fewer supervisors are required for the August sessions, participation is determined based on identified needs and after consultation.

➡ DUTIES

- attend the meetings of a working group comprised of four (4) supervisors and one coordinator
- develop English exit exams, including the writing guidelines
- develop the answer key for each examination
- participate in the preparation of materials required by students with special needs for each examination during every examination marking session:
 - attend the training sessions for the English exam markers
 - plan and supervise the work of a team of markers
 - evaluate the work of the markers under your supervision
- revise the evaluation criteria, instructions and tasks, as necessary
- revise the marking guide, as necessary
- contribute to the bank of texts and topics for future examinations
- participate in a post-mortem of each marking session

➡ REQUIREMENTS

Applicants must :

- hold a bachelor's degree in Teaching English as a Second Language, English Literature, English Linguistics or in any other subject deemed relevant
- currently be employed as a regular sector English teacher (permanent status not required)
- be familiar with the college-level English, Language of Instruction and Literature programs
- have an excellent command of written English
- have extensive knowledge of English literature and the literature of Québec
- have a basic command of spoken French

Note : A master's degree in a subject relevant to the position and prior experience in marking exams will be considered assets.

➡ QUALITIES SOUGHT

- good judgment
- pragmatism and flexibility
- ability to respect and endorse consensus
- autonomy
- respect for the rules governing the marking of ministerial examinations
- ability to work in a team and oversee a group of people
- ability to communicate effectively with people under your supervision and solve problems effectively through appropriate means
- honesty, impartiality and discretion

➡ WORKING CONDITIONS

- The selected candidate will be released from teaching duties and receive a salary commensurate with 33% of a regular teaching workload for every school year from January 2021 to June 2023. The selected candidate will hold the position of project manager through a signed service agreement or contract with their educational institution. This agreement or contract will be renewed annually.
- Overtime will be compensated in the form of time off in the period between the marking sessions.
- Selected candidates from outside the Montréal region may receive reimbursement for travel expenses (to cover living expenses) for marking sessions and working group meetings.

➡ HOW TO APPLY

Application period: September 25 to October 8, 2020

Candidates must complete the *Offre de service* form available online at

[http://www.education.gouv.qc.ca/index.php?id=35893&L=.](http://www.education.gouv.qc.ca/index.php?id=35893&L=)

IMPORTANT: Since the agreement or contract will be with the institution where you teach, the form must be signed by the academic dean of your college to indicate their approval. To let us know that you are interested, please send your completed and signed form and resume by email to eule-correction@education.gouv.qc.ca.

NB :

Teachers who wish to apply must first contact the administration of their educational institution and their union in order to obtain information regarding seniority recognition for the agreement or contract period.

Interviews are scheduled to take place in mid-October. Only candidates selected for an interview will be contacted. Due to the exceptional situation related to COVID-19, the interview format will be communicated to you upon convocation.