



St. George's School of Montreal
École St-Georges de Montréal
www.stgeorges.qc.ca

St. George's School of Montreal, a leading, co-educational K – Sec. V, child-centered independent school, invites applications for the position of

Studies Coordinator

Reporting to the Assistant Head, High School, the Studies Coordinator is responsible for the coordination and verification of all academic records for students in grades 7-11.

The successful candidate will possess strong computer skills, be detail-oriented and proficient in both official languages. The ability to work autonomously in a fast-paced environment is an asset. Previous experience with the *Ministère de l'Éducation, du Loisir et du Sport* is an asset.

Duties include but are not limited to:

- verify and enter information for student schedules, report cards, teacher schedules, etc
- work with external consultants to produce viable, optimal teacher and student schedules
- verify content with regard to Ministry Regulations
- notify teachers of various reporting deadlines
- ensure accurate and timely distribution of report cards
- coordinate parent/teacher interviews
- compile and maintain accurate student records (transcripts, report cards, etc)
- issue official transcripts as required
- prepare and submit legal documents to the Ministry within required deadlines
- organize and prepare all exam schedules
- ensure submission of completed exams to proper authorities

***Please submit your curriculum vitae and letter of application
prior to 4:00 pm July 30, 2010 to:***

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