AQCS
ASSOCIATION QUÉBÉCOISE
DES CADRES SCOLAIRES

COMMITMENT OF SCHOOL EXECUTIVES FOR STUDENT SUCCESS

EDUCATIONAL SERVICES MANAGEMENT AND SCHOOL ADMINISTRATION (PRIMARY, SECONDARY, VOCATIONAL TRAINING, GENERAL ADULT EDUCATION, BUSINESS SERVICES)

- Monitoring and contributing to educational research
- Advising on program implementation
- Management of services for students with special needs and francization
- Collaborative management in school-teams

SCHOOL TRANSPORTATION AND SCHOOL ORGANIZATION EXECUTIVES

- Customer development planning
- Ongoing analysis of school transportation needs: adjustment of transport routes and customer catchment areas
- Admissions, registration and parent communications
- Planning building use

HUMAN RESOURCES EXECUTIVES

- Hiring of personnel
- Implementation of collective agreements and working conditions
- Advisory role in personnel management
- Initiatives for staff development and quality of life

FINANCIAL RESOURCES EXECUTIVES

- Administration, control and budget planning for the youth, vocational training (FP) and adult educational (FGA) sectors ($10 billion per year)
- Allocation of resources to ensure quality services in each institution
- Management of the school tax
- Administrative support for institutions

ADMINISTRATIVE MANAGEMENT HEADS

- Implementation of programs within their department or institution
- Optimization of management practices
- Prioritization of tasks and quality control

DATA CULTURE AND CONTINUOUS IMPROVEMENT EXECUTIVES

- Training, production and dissemination of statistical tools
- Organizational performance management

MATERIAL RESOURCES, PROCUREMENT AND CONTRACT MANAGEMENT EXECUTIVES

- Buildings, expansions, upgrades, space loans and leases
- Property maintenance for student comfort and safety
- Tenders (office equipment, materials, etc.)
- Contract management (cafeterias, snow removal, maintenance, etc.)

EDUCATIONAL INSTITUTION ADMINISTRATIVE MANAGERS

- Optimal planning of the student environment: financial, material and technological resources, etc.
- Preparation and monitoring of budgets for institutions
- Managing staff needs in terms of information, material and technical resources
- Management of complementary activities (security, events, cafeteria, etc.)

GENERAL SECRETARIES AND COMMUNICATIONS EXECUTIVES

- Advisory role in the application of laws, contracts and insurance policies
- Complaint management and dispute resolution in the interests of parents and students
- Document management
- Dissemination of information about school life and the organization's achievements to promote success; Promotion of public schools and the employer brand
- Media relations, internal communications and graphic design

CINFORMATION TECHNOLOGY EXECUTIVES

- Information resource security
- Technical and educational technology support for institutions
- Training and creation of customized tools for teachers
- IP telephony, Internet services, building automation (electronic management of facilities)

5600, boulevard des Galeries, Suite 610
Quebec QC G2K 2H6

418 654-0014
info@aqcs.ca • aqcs.ca