

## **STAFF OFFICER SECONDMENT PROFESSIONAL DEVELOPMENT DEPARTMENT**

The Ontario English Catholic Teachers' Association, representing 45,000 teachers in Ontario's publicly funded Catholic schools, invites applications for the position of Staff Officer (secondment) assigned to the provincial office. Duties will be assigned by the General Secretary in the Professional Development Department, commencing on around **November 4, 2024. The term ends no later than November 1, 2025.**

The professional development department is responsible for providing a wide range of professional services to members, including the following:

- research and analysis of current education and related issues;
- teacher advocacy with other education and labour organizations;
- development, publication and in-service of writing projects;
- delivery of professional development workshops;
- administration of Association committees;
- professional development opportunities.

The staff officer will be responsible for providing a wide range of professional services, including but not limited to:

- leading a variety of writing projects including those related to issues arising from anti-racism, discrimination, and human rights in the education sector, labour movement, and/or community;
- developing and delivering workshops, in-services and support in professional matters to Association representatives and members in the areas of accessibility, inclusion, diversity, equity, Human Rights, Accommodations, member-to-member conflict, Anti-racism, Anti-oppression and Discrimination
- identifying appropriate equity classroom and professional learning materials and resources;
- developing and revising existing resource materials and training materials on accessibility, inclusion, diversity, equity, human rights, accommodations, and creating respectful and harassment-free classrooms/workplaces,
- advocacy with education and labour organizations;
- research and analysis of current education, labour, accessibility, inclusion, diversity equity, and related issues;
- development, publication and in-service on various professional topics;
- responding to staff and release officers' inquiries and requests related to AIDE resources in a timely manner;
- administration of Association committees; and
- other duties, as assigned by the General Secretary.

**Minimum qualifications** include an Ontario Teacher's Certificate or an Ontario College of Teachers' Certificate of Qualification and five years teaching experience.

The following areas will be considered an asset:

- relevant training, education and voluntary and/or elected experience in education organizations working in the areas of accessibility, inclusion, diversity, equity, Human Rights, including knowledge of relevant legislation, especially within the education sector;
- related Association/union experience;

- knowledge of Ministry of Education curriculum policy;
- experience in supporting members in a wide range of professional issues;
- experience in problem-solving and conflict resolution with individuals and groups; and
- excellent communication, presentation, organizational and administrative skills, and computer literacy.

**Desired qualifications:**

- Knowledge of and involvement with the development and administration of additional qualification course offerings or equivalent;
- Experience with Desire2Learn (D2L®) or similar online learning platform.

The successful applicant must be a self-motivated leader able to work cooperatively and collaboratively with others. As well, the successful candidate is expected to travel and to become involved in personal professional growth programs as initiated by the General Secretary.

**Application Process**

Application closing date: **October 18, 2024 at noon**

Qualified candidates are required to submit a résumé electronically to René Jansen in de Wal, President at [careers@catholicteachers.ca](mailto:careers@catholicteachers.ca)

The Association intends to hold interviews on October 30, 2024 in Toronto.

*Letters of reference will not be considered.*

**SELF-IDENTIFICATION**

The Ontario English Catholic Teachers' Association is committed to employment equity and is actively seeking to ensure a representative workforce. Applicants with lived experience as an Indigenous person or a member of an equity-deserving group are encouraged to self-identify in their covering letter.

1. Do you self-identify as First Nations, Métis, and/or Inuit?
2. Do you self-identify as a member of a Black community or racialized community?
3. Do you self-identify as a person living with a disability?
4. Do you self-identify as a woman, man or as gender diverse?
5. Do you self-identify as 2SLGBTQIA+ (Two-Spirit, Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual)?

In accordance with the *Accessibility for Ontarians with Disabilities Act* and all other applicable legislation, The Ontario English Catholic Teachers' Association is pleased to accommodate individual needs for applicants with disabilities within the recruitment process. Please let us know if you require an accommodation to ensure your equal participation in the recruitment and selection process.

We appreciate the interest of all applicants, however, only those selected for an interview will be contacted.