

Apply By: Monday, December 23, 2013 11:59 pm EST

EDUCATION OFFICER

Organization:	Ministry of Education
Division:	North Bay Regional Office
City:	North Bay
Job Term:	1 Permanent
Job Code:	7081 - Education Officer
Salary:	\$1,677.80 - \$2,217.93 Per Week*
<u>Posting Status:</u>	Open
Job ID:	59417

Are you an education professional looking for a new challenging opportunity? If so, consider this opportunity with the Ministry of Education where, as an experienced educator, you will provide information and clarification on legislation, policies and programs to schools, school boards, and other stakeholders.

What can I expect to do in this role?

In this role, you will:

- provide information and clarification on legislation, policies and programs to schools, school boards, and other stakeholders
- facilitate the implementation of new policies
- monitor and report on the effectiveness of the school system
- ensure compliance with ministry policies and programs
- help provide a strong and vibrant education system

How do I qualify?

Mandatory requirement:

- Position requires that applicants be members in good standing with the Ontario College of Teachers.

Technical skills:

- You have extensive knowledge, understanding, and related work experience at the system-level in the monitoring and implementation of current education theory, principles and practices at the elementary and secondary school levels.
- You have the ability to interpret and apply legislation (e.g. Education Act), ministry business plan and strategic directions, objectives, policy and priorities to monitor and ensure compliance at the local level to school board administration.
- You have extensive knowledge and understanding in the application of education theory, principles and practices at the elementary and secondary school levels.

Other essential skills:

- You have leadership, facilitation and organizational skills to provide a liaison role with boards and interest groups.
- You have analytical skills to review legislation program curriculum and standards to provide interpretation and clarification to school boards.
- You have communication skills to make presentations, prepare detailed reports, briefing notes and ministerial correspondence.

Additional information:

Address: ▪ 1 Permanent, 477 Mckeown Ave, North Bay, North Region

Compensation Group: Ontario Public Service Employees Union
Schedule: 6
Category: Education and Training
Posted on: Monday, December 9, 2013

How to apply:

1. You must [apply online](#).
2. Your cover letter and resume combined should not exceed five (5) pages. For tips and tools on how to write a concise cover letter and resume, review the [Writing a Cover Letter and Resume: Tips, Tools and Resources](#).
3. Customize your cover letter and resume to the qualifications listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us.
4. Read the [job description](#) to make sure you understand this job.
5. OPS employees are required to quote their WIN EMPLOYEE ID number when applying.
6. If you require a disability related accommodation in order to participate in the recruitment process, please [Contact Us](#) to provide your contact information. Recruitment Services staff will contact you within 48 hours.

All external applicants (including former employees of the Ontario Public Service) applying to a competition in a ministry or Commission public body must disclose (either in the cover letter or resume) previous employment with the Ontario Public Service. Disclosure must include positions held, dates of employment and any active restrictions from being rehired by the Ontario Public Service. Active restrictions can include time and/or ministry-specific restrictions currently in force, and may preclude a former employee from applying and/or accepting a position with the Ontario Public Service for a specific time period (e.g. one year), or from applying and/or accepting a position with a specific ministry (either for a pre-determined time period or indefinitely). The circumstances around an employee's exit will be considered prior to an offer of employment.

Remember: The deadline to apply is **Monday, December 23, 2013 11:59 pm EST**. Late applications will not be accepted.

We thank you for your interest. Only those selected for further screening or an interview will be contacted.

**The Ontario Public Service is an inclusive employer.
Accommodation is available under the [Ontario Human Rights Code](#).**

* Indicates the salary listed as per the OPSEU Collective Agreement.