



STAFF OFFICER: COUNSELLING AND MEMBERS SERVICES 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 assigned to the provincial office. Placement will be in the Counselling and Member Services Department. Duties to be assigned by the General Secretary commencing on or before **June 4, 2019**.

The Counselling and Member Services Department is responsible for providing a wide range of professional services to members, including the following:

- advice and workshops on issues related to the Ontario Teachers' Pension Plan;
- legal assistance when facing criminal prosecution related to professional duties;
- counselling and advice on professional matters including performance appraisals and career options;
- assistance with the Ontario College of Teachers in matters related to professional standards and ethics and investigations and discipline;
- conflict resolution in professional matters;
- development, publication and in-service on various professional topics;
- administration of various committees and other programs such as dire distress grants; and
- work with legal counsel.

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

The following areas will be considered an asset:

- knowledge of statutes and regulations related to education and labour issues
- demonstrated ability to make presentations and to communicate effectively
- excellent organizational skills

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.

For those applicants granted an interview, the Association intends to hold such interviews in Toronto on **May 31, 2019**.

Catholic Teacher's is an equal opportunity employer.

Application closing date: **May 8, 2019 at 4:00 p.m.**

Qualified candidates are required to submit a résumé to:

Liz Stuart, President
65 St. Clair Avenue East, Suite 400
Toronto, Ontario M4T 2Y8
careers@catholicteachers.ca