



STAFF OFFICER SECONDMENT

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. Duties will be assigned by the General Secretary across the Bargaining & Contract Services, Counselling & Member Services, Government Relations and Professional Development departments, commencing on or around **December 7, 2020**. The term ends no later than June 30, 2021.

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

- working with bargaining units in all matters related to collective bargaining, including assisting local bargaining units and the Association in the implementation of collective agreements and representing members in the grievance/arbitration process;
- counselling and advice on professional matters including performance appraisals and career options, return to work and accommodations, assistance with the Ontario College of Teachers in matters related to professional standards and ethics and investigations and discipline, conflict resolution, and legal assistance when facing criminal prosecution and Children's Aid allegations related to professional duties;
- promoting the interests of the Association with a wide range of contacts in government and assisting in the development of public relations projects/initiatives;
- delivery of professional development workshops and opportunities, including the implementation of the new elementary mathematics curriculum;
- training and development of resource materials to support Association programs and initiatives;
- advocacy with education and labour organizations;
- research and analysis of current education, labour and related issues;
- 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/elected experience in teacher organization working in the areas of collective agreement negotiation and administration, including knowledge of relevant legislation;
- experience in supporting members in a wide range of professional issues;
- experience in problem-solving and conflict resolution with individuals and groups;
- excellent communication, presentation, organizational and administrative skills, and computer literacy.

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 **December 3, 2020**.

Catholic Teacher's is an equal opportunity employer.

Application closing date: **November 30, 2020 at 12 noon.**

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

Letters of reference will not be considered