

STAFF OFFICER SECONDMENT 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 (secondments) 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 **August 22, 2022**. The term ends no later than **January 31, 2023**.

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

- assistance, advice, and workshops on issues related to:
 - the Ontario Teachers' Pension Plan;
 - long term disability;
 - legal assistance when facing criminal prosecution related to professional duties;
 - human rights complaints and proceedings;
- 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;
- guidance and advice in the area of teacher mental health and wellness;
- conflict resolution in professional matters;
- development, publication and in-service on various professional topics;
- attending meetings on behalf of the Association with external stakeholder groups, including the partners in publicly funded Catholic education;
- 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
- experience in supporting members in a wide range of professional issues;
- knowledge and experience in working with stakeholders in publicly funded Catholic education on a wide range of issues pertaining to teachers in Catholic schools;
- 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.

APPLICATION PROCESS

Application closing date: **July 11, 2022, at noon**

Qualified candidates are required to submit a résumé electronically to the attention of Barb Dobrowolski, President, via email to careers@catholicteachers.ca

Letters of reference will not be considered.

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.

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.