STAFF OFFICER
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 assigned to the provincial office. Duties will be assigned by the General Secretary in the Professional Development Department, commencing on or around September 1, 2022.

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

- working with local units in all matters related to issues arising from anti-racism, discrimination, duty to accommodate, human rights violations and harassment within the workplace and representing members in the grievance/arbitration process, and at the Ontario College of Teachers;
- providing counselling and advice on professional matters including, issues of discrimination, duty to accommodate, human rights violations and harassment assistance with member-to-member conflict;
- developing and delivering workshops to local units, Association representatives and members in the area of accessibility, inclusion, diversity and equity, Human Rights, Accommodation, 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 human rights, creating respectful and harassment-free workplaces and accommodations,
- advocacy with education and labour organizations;
- research and analysis of current education, labour, accessibility, inclusion, diversity equity, and related issues; 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;
- 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.

For those applicants granted an interview, the Association intends to hold such interviews in Toronto on **August 15, 2022.**

Application Closing Date is August 8 at noon.

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.

Qualified candidates are required to submit a résumé to:
Barb Dobrowolski, President
65 St. Clair Avenue East, Suite 400
Toronto, Ontario M4T 2Y8
careers@catholicteachers.ca

Letters of reference will <u>not</u> be considered