

EXECUTIVE ASSISTANT

PROFESSIONAL DEVELOPMENT DEPARTMENT

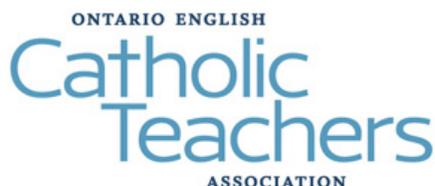
APPLICATION CLOSING DATE

July 11, 2016 at 4:00 p.m.

Qualified candidates are required to submit a résumé to:

Ann Hawkins, President
Ontario English Catholic Teachers'
Association
65 St. Clair Avenue East,
Suite 400
Toronto, ON M4T 2Y8

Fax: 416-925-6940
Email: careers@oecta.on.ca



www.oecta.on.ca

SECONDMENT

September 1, 2016 – August 31, 2017

The Ontario English Catholic Teachers' Association, representing 45,000 teachers in Ontario's publicly funded Catholic schools, invites applications for the position of Executive Assistant assigned to the provincial office. Placement will be in the Professional Development. Duties to be assigned by the General Secretary commencing on or about **September 1, 2016**.

The professional development department is responsible for providing a wide range of professional services to members, including the following:

- research and analysis of current education and related issues;
- teacher advocacy with other education and labour organizations;
- development, publication and in-service of writing projects;
- delivery of professional development workshops;
- administration of Association committees;
- professional development opportunities.

The department is currently in need of an individual with primary expertise in Math and Kindergarten initiatives:

- knowledge of the new math strategy;
- knowledge of the new kindergarten program; new reporting processes including assessment tools such as pedagogical documentation;
- knowledge of the changes in the province in terms of teaching and learning using various technological tools such as Google in the Classroom;
- Experience in elementary and secondary would be an asset as we move the MOE initiatives forward;
- knowledge of Desire 2 Learn program or equivalent.

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:

- knowledge of Ministry of Education curriculum policy related to education and labour issues;
- demonstrated ability to make presentations and to communicate effectively;
- excellent organizational skills;
- project management skills including budgeting;
- related Association/union experience;
- Research and writing 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.

OECTA offers an attractive compensation package and relocation allowance. For those applicants granted an interview, the Association intends to hold such interviews in Toronto the week of **August 22, 2016**.

OECTA is an equal opportunity employer.