

**Apply By:** Thursday, February 22, 2018 11:59 pm EST



## EDUCATION OFFICER

**Organization:** Ministry of Education  
**Division:** Student Support and Field Services  
**City:** Toronto  
**Job Term:** 1 Permanent  
**Job Code:** 6A007N - PolicyEducationOfficer06  
**Salary:** \$70,538.00 - \$121,773.00 Per Year  
**Posting Status:** Open Targeted  
**Job ID:** 118012

Are you a high-performing, bilingual educator with excellent policy development skills? The Ministry of Education, Special Education / Success for All Branch is looking for an Education Officer to lead the design and implementation of special education policies and programs within Ontario.

### What can I expect to do in this role?

You will:

- provide educational expertise in designing, developing, and implementing policies and programs for special education
- manage stakeholder consultations
- provide in-service training to school boards and other stakeholders

### How do I qualify?

#### Mandatory requirement:

- You have proficiency in English and superior level oral and written French.

#### Education knowledge:

You have:

- thorough knowledge of Ontario's education systems and experience in leading and implementing high-profile education projects across Ontario's education system
- ability to interpret and apply knowledge of the Education Act and associated regulations in order to understand and address province-wide issues related to special education and students with special education needs
- knowledge of and/or experience with standards and service-delivery program development and monitoring relating to special education and/or students with special education needs
- knowledge of French language programs, legislation and practices in Ontario schools
- experience in policy development and research initiatives
- recent teaching and/or school board experience related to special education

#### Interpersonal, communication and consultation skills:

- You have experience in managing education stakeholder relations as well as oral and written communication and consultation skills.

#### Strategic thinking, analytical and policy development skills:

- You have the ability to think strategically, analyze complex issues and develop policy options.

### **Project management, planning and organizational skills:**

- You can develop highly complex and politically sensitive policies, programs, and resources.
- You have project management, planning and organizational skills to lead projects, design and implement work plans and manage all phases of work.

## **Additional Information:**

### **Address:**

- 1 Bilingual Permanent, 900 Bay St, Toronto, Toronto Region

**Compensation Group:** Association of Management, Administrative and Professional Crown Employees of Ontario

**Schedule:** 6

**Category:** Education and Training

**Posted on:** Wednesday, January 31, 2018

### **Note:**

- [This ad is also available in French.](#)
- T-EU-118012/18

## **How to apply:**

1. You must apply online by visiting [www.ontario.ca/careers](http://www.ontario.ca/careers). You must enter the job id number in the Job ID search field to locate the job ad.
2. Your cover letter and resume combined should not exceed five (5) pages. For tips and tools on how to write a concise cover letter and resume, review the [Writing a Cover Letter and Resume: Tips, Tools and Resources](#).
3. Customize your cover letter and resume to the qualifications listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us.
4. Read the [job description](#) to make sure you understand this job.
5. OPS employees are required to quote their WIN EMPLOYEE ID number when applying.
6. If you require a disability related accommodation in order to participate in the recruitment process, please [Contact Us](#) to provide your contact information. Recruitment Services staff will contact you within 48 hours.

**All external applicants (including former employees of the Ontario Public Service) applying to a competition in a ministry or Commission public body must disclose (either in the cover letter or resume) previous employment with the Ontario Public Service. Disclosure must include positions held, dates of employment and any active restrictions as applicable from being rehired by the Ontario Public Service. Active restrictions can include time and/or ministry-specific restrictions currently in force, and may preclude a former employee from being offered a position with the Ontario Public Service for a specific time period (e.g. one year), or from being offered a position with a specific ministry (either for a pre-determined time period or indefinitely). The circumstances around an employee's exit will be considered prior to an offer of employment.**

**Remember:** The deadline to apply is **Thursday, February 22, 2018 11:59 pm EST**. Late applications will not be accepted.

We thank you for your interest. Only those selected for further screening or an interview will be contacted.

**The Ontario Public Service is an inclusive employer.**  
**Accommodation is available under the [Ontario Human Rights Code](#).**