

**Apply By:** Thursday, May 17, 2018 11:59 pm EDT



## EDUCATION OFFICER

**Organization:** Ministry of Education  
**Division:** Education Quality and Accountability Office (EQAO)  
**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:** 122973

Are you a bilingual, high-performing educator with excellent curriculum and assessment knowledge and understanding? If so, consider joining the Education Quality and Accountability Office (EQAO), Ontario Secondary School Literacy Test (OSSLT) Team.

The EQAO, an arms-length agency of the Ministry of Education is responsible for the large-scale assessment program in Ontario. The Ontario Secondary School Literacy Test (OSSLT) is written, reviewed, designed and implemented by teachers.

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

You will:

- review policies relating to assessing, evaluating and reporting student achievement in literacy across the province
- plan and lead large-scale education assessment projects
- design and develop assessment materials and tools, including test items, scoring guides, and training plans
- analyze and report on the results of provincial, national and international assessment of student achievements to support high-level decision-making
- lead consultations and participate on committees with a variety of education stakeholders (e.g. teachers, parents, principals)

### How do I qualify?

#### Mandatory

- You are proficient in verbal and written French at the Superior level and in English.

#### Education sector knowledge:

- You have knowledge of pedagogy and elementary/secondary school systems as they relate to student achievement in literacy.
- You have knowledge of large-scale assessment practices.
- You have experience applying educational theories, professional principles and practices to develop tools and resource materials.
- You have experience incorporating the most recent technological methods to meet pedagogical requirements

#### Policy, research and analytical skills:

- You have experience incorporating education policies into assessment strategies and resources.
- You can apply research techniques, statistics, test theory, and sampling theory to analyze provincial, national and international data and outcomes.
- You can research, analyze, assess and compare data to develop recommendations.

### **Communication, consultation, and negotiation skills:**

- You can lead consultations and develop consensus and understanding with stakeholders (e.g. teachers, parents, principals) who may have opposing needs and positions.
- You can communicate information clearly to a variety of audiences.
- You have strong writing skills to prepare and edit resource and technical materials, briefing notes, reports, and presentations.

### **Project management and leadership skills:**

- You have experience leading projects and managing all phases of project work.
- You can provide project leadership and technical guidance to staff.

## **Additional Information:**

### **Address:**

- 1 Bilingual Permanent, 2 Carlton St, Toronto, Toronto Region

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

**Schedule:** 6

**Category:** Education and Training

**Posted on:** Thursday, May 3, 2018

### **Note:**

- [This ad is also available in French.](#)
- T-EU-122973/18

## **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, May 17, 2018 11:59 pm EDT**. Late applications will not be accepted.

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