



# IEL Coordinator Position

## Building a leadership development framework

Institute for Education Leadership (IEL)

### Position Summary

The Institute for Education Leadership (IEL) is seeking a highly skilled and experienced Coordinator to support the creation of a provincial leadership development resource grounded in human rights, anti-oppression, and inclusive leadership principles. Reporting to and working under the direction of the Leadership Resource Development Committee (LRDC), with accountability to the IEL Steering Committee, the Coordinator will play a central role in ensuring the effective coordination, alignment, and delivery of this significant province-wide initiative.

This is a contract position suited to an individual with demonstrated expertise and experience in coordinating complex, multi-partner projects within Ontario's education sector.

### Compensation

\$1,000 per day + HST (contract position)

### Term

35 days within a 12-to-24-month period beginning in July 2026

### Key Responsibilities

#### Project Coordination

- Coordinate and manage the day-to-day activities required to support the development of the Leadership Development Framework, ensuring alignment with approved timelines, milestones, and governance structures.
- Monitor progress against the critical path and bring forward risks, and mitigation strategies to the LRDC.
- Support the planning and sequencing of project phases from initiation through to approval and launch.
- Coordinate activities related to translation, sector-specific (Catholic and French language) adaptations, accessibility, quality control, copy editing, and graphic design.
- Support final review, approval, and launch preparation activities.

## **Committee and Partner Support**

- Serve as the primary point of coordination among the Leadership Resource Development Committee, Writing Team, Steering Committee, researchers, and sector partners.
- Plan and support meetings, including preparation of agendas, materials, logistics, minutes, and follow-up actions for virtual, hybrid, and in-person meetings.
- Assist with the recruitment, onboarding, and ongoing support of committee members and writers, including the development and use of skills and representation of matrices.

## **Content and Process Support**

- Compile and summarize research, consultation feedback, and reference materials to support the Writing Team.
- Support consultation and engagement processes to ensure the Leadership Development Framework is responsive to the needs of all four publicly funded education sectors.
- Ensure guiding principles—human rights, anti-oppression, inclusion, mental health, and culturally responsive leadership—are embedded throughout the development process and final product.

## **Reporting and Governance**

- Prepare progress reports and summary documentation for the LRDC and Steering Committee.
- Support decision-making processes related to the scope and direction of the Leadership Development Framework.
- Maintain accurate records and documentation to support transparency, accountability, and future implementation planning.

## **Qualifications and Experience**

- Experience in a senior leadership role in Ontario's publicly funded education system.
- Demonstrated experience coordinating complex, multi-partner projects, in Ontario's education context.
- Demonstrated understanding of human rights-based, and anti-oppressive frameworks and practices.
- Experience working with committees, advisory groups, and a variety of partners.
- Excellent organizational, written, and verbal communication skills.
- Proficient and effective use of technology and common platforms for collaboration and communication.
- Proven ability to manage multiple priorities, meet deadlines, and work independently.
- Fluency in both English and French, written and oral communication is required.



## Assets

- Experience at all levels of Ontario's publicly funded education system (teacher, principal, supervisory officer and director of education).
- Familiarity with the Ontario Leadership Framework or comparable leadership development frameworks.
- Experience supporting bilingual (English/French) projects, including translation and adaptation processes.

## How to apply?

If you are interested in applying for this role, please submit a cover letter and your resume to [iel-ile@principals.on.ca](mailto:iel-ile@principals.on.ca) by Sunday, May 24<sup>th</sup>, 2026.