

## Education Officer | Skilled Trades and Apprenticeship Pathway, Job Skills Programs

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| Ministry of Education Organization | Ministry of Education, Ontario Public Service   |
| Division:                          | Student Achievement Division  |
| Position Title:                    | Education Officer   |
| Number of Positions:               | 1   |
| Job Term:                          | Three Year Secondment   |
| Location:                          | Toronto Region – 315 Front Street, 13 <sup>th</sup> Floor<br>Toronto, Ontario M7A 0B8           |
| Compensation Group:                | Association of Management, Administrative and Professional Crown Employees of Ontario (AMAPCEO) |
| Salary:                            | \$77,146 - \$133,183 per year   |
| Posting Status:                    | Open Targeted   |

**Note:** Effective April 1, 2024 the salary range for this position is \$82,217 to \$141,937 per year in compliance with the AMAPCEO collective agreement provisions. The new rates, effective retroactive to April 1, 2024, were recently confirmed and dates for implementation of the new salary rates are still to be determined.

**Posting Date:** April 8, 2024  
**Closing Date:** April 29, 2024

Are you interested in helping to shape the future of education in Ontario? Join the Student Achievement Division at the Ministry of Education and become part of a highly motivated team in the Skills Development and Apprenticeship Branch.

### We are seeking an individual with the following experience:

- Expertise working in technological education, skilled trades and apprenticeship
- Current experience and knowledge to support:
  - The development and implementation of government policy direction and implementation support to the sector with increasing awareness and exposure to technology, skilled trades and apprenticeship pathways.
  - Student pathways design and implementation, including apprenticeship.
- Extensive content knowledge, experience and field connections in the delivery of job skills programs, such as technological education, cooperative education, Ontario Youth Apprenticeship Program, Specialist High Skills Majors and School College Work Initiative/Dual Credits.

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

You will:

- Ensure policy, programs and resources related to technological education, skilled trades and apprenticeship are aligned with ministry priorities.
- Develop internal and external partnerships and represent the Student Achievement Division as needed with key stakeholder groups.
- Review, develop and/or implement resources to support student success.

## **Desired Knowledge and Experience:**

- Experience in school and/or system leadership, for example at the Supervisory Officer or Principal level.
- An excellent understanding of and extensive experience with the Ontario publicly-funded education system.
- The ability to manage multiple, complex and sensitive issues with tact and diplomacy within demanding timelines.
- An ability to think strategically, anticipate and absorb complex and large-scale issues and to develop practical and effective policy positions.
- Strong planning, time-management, organization and collaboration skills.
- Excellent oral and written communication skills, including listening, engaging, presenting and reporting; and proficiency with MS Word, Excel, Power Point and experience with other web-based applications.
- Ability to develop and sustain positive relationships and networks with stakeholders, including to gather information, identify needs and facilitate collaboration and cooperation amongst stakeholders on education policies and programs.
- Ability to coordinate with ministry colleagues to ensure consistency in policy approaches and seamless education policies between elementary and secondary schools, and participate on committees, study groups and task forces addressing a wide variety of major policy and program related issues.

## **About the Skills Development and Apprenticeship Branch**

The Skills Development and Apprenticeship Branch collaborates with education stakeholders to develop and implement evidence-based policies, programs and supports that break down barriers to success and help children, youth and adult learners make successful transitions as they progress through school and life.

Areas of responsibility include:

- Policies, strategies and programs, including job skills programs such as the Specialist High Skills Major (SHSM) program, School College Work Initiative (SCWI) Dual Credits, cooperative education, and experiential learning, to support engagement, transitions and pathways for all learners from Kindergarten to Adult;

- Programs and policies to support the ministry's plan for increasing exposure to and awareness of technology, skilled trades and apprenticeship pathways, including liaising with industry and ministry partners;
- Programs and initiatives to support the achievement of vulnerable and underserved students;
- Initiatives to reduce barriers to accessing post-secondary education, including apprenticeship, college and university;
- Policies and initiatives to support adult credit programs helping adult learners in their efforts to finish high school and transition to postsecondary education, training or the workplace; and
- Policies for diploma and graduation requirements.

### **OPS Commitment to Diversity, Inclusion, Accessibility, and Anti-Racism:**

We are committed to build a workforce that reflects the communities we serve and to promote a diverse, anti-racist, inclusive, accessible, merit-based, respectful and equitable workplace.

We invite all interested individuals to apply and encourage applications from people with disabilities, Indigenous, Black, and racialized individuals, as well as people from a diversity of ethnic and cultural origins, sexual orientations, gender identities and expressions.

Visit the [OPS Anti-Racism Policy](#) and the [OPS Diversity and Inclusion Blueprint](#) pages to learn more about the OPS commitment to advance racial equity, accessibility, diversity, and inclusion in the public service.

We offer employment accommodation across the recruitment process and all aspects of employment consistent with the requirements of Ontario's [Human Rights Code](#).

### **HOW TO APPLY:**

Please send your cover letter and resume to the Skills Development and Apprenticeship Branch at [skillsdevelopmentandapprenticeshipbranch@ontario.ca](mailto:skillsdevelopmentandapprenticeshipbranch@ontario.ca) by the closing date.

If you require an accommodation under the [Ontario Human Rights Code](#) in order to participate in the recruitment process, please contact Cynthia Veloir at [cynthia.veloir@ontario.ca](mailto:cynthia.veloir@ontario.ca).

Please note that to qualify for a Broader Public Service secondee, that a successful candidate must be a full-time, permanent employee of a Broader Public Service organization.

In addition, please note that commuting, moving and relocation expenses will not be covered by the Ministry. The successful candidate will continue to be covered by the benefit plans and pension plan of their home board/organization, with the Ministry covering the employer costs of maintaining such coverage.

**Remember:**

The deadline to apply is **April 29, 2024 at 11:59 pm**. Late applications will not be accepted.

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