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Council of
Ministers
of Education,
Canada

Conseil des
ministres
de l'Éducation
(Canada)

THE COUNCIL OF MINISTERS OF EDUCATION, CANADA (CMEC) is an intergovernmental agency providing leadership in policy development, program administration, and research at the pan-Canadian and international levels. Located in the heart of Toronto (steps from the St. Clair subway), CMEC is seeking a:

BILINGUAL ANALYST, TEACHER CERTIFICATION INITIATIVES

Full-time, 30-month contract

Current annual salary range: \$62,011–\$86,697, depending on experience and qualifications

Search area: Within commuting distance of 95 St. Clair Avenue West, Toronto

Start date: End of May 2019

Position summary:

The bilingual **Analyst, Teacher Certification Initiatives** supports the Manager, Teacher Certification Initiatives, with the work on the Pan-Canadian Assessment Centre and Integration of Internationally Educated Teachers project, in coordination with the CMEC Registrars for Teacher Certification Canada (RTCC) and its two working groups.

Reporting to the Canadian Information Centre for International Credentials (CICIC) coordinator, the Analyst will support project implementation, especially by undertaking research on the policies and procedures for the assessment and recognition of qualifications related to the teaching profession. The incumbent will collect information, and analyze and prepare research documents used to support decision-making processes by committee and working groups.

This role will appeal to individuals with a strong understanding of academic credential-assessment policies and procedures, as well as rigorous research and data-analysis skills. Applicants should be intellectually curious, possess strong writing skills, and be able to produce complex written documentation for a range of stakeholders. The successful candidate will be tasked with monitoring and investigating emerging developments in teacher certification internationally.

CMEC offers the opportunity to work in a dynamic, collegial, and bilingual environment that promotes professional development and career advancement.

Key qualifications

- University degree in a field that emphasizes research, analysis, and writing

- Superior command in French and English, both spoken and written
- Experience in a professional regulatory body or in an admissions office at a postsecondary educational institution
- Strong research skills (both qualitative and quantitative), combined with a keen interest in developing a breadth and depth of knowledge in education
- Strong data-analysis skills
- Knowledge of government relations, structures, and policy, and/or experience in the education system
- Exceptionally detail-oriented, with strong organizational skills and the ability to meet critical deadlines (project-management experience is desirable)
- Highly collaborative, with strong interpersonal and networking skills to develop key contacts across Canada (needed to acquire and share information)

Preference may be given to candidates with the following:

- Knowledge of:
 - teacher-education programs;
 - the qualifications issued to teachers in Canada; and
 - the assessment and recognition of qualifications in general.

Please send an electronic version of your cover letter and résumé to the Council of Ministers of Education, Canada (CMEC), to the attention of Human Resources at hr@cmecc.ca, by **4:00 p.m. EST, April 29, 2019**. For more information, visit us at www.cmecc.ca.

CMEC welcomes applications from persons with disabilities. Accommodations are available upon request for candidates taking part in the selection process.

CMEC thanks all candidates for their interest in this position. Only those who are selected for an interview will be contacted. Candidates must be legally entitled to work in Canada.

CMEC is an equal-opportunity employer.