



**cmeec**

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:

### **COORDINATOR, LEARNING ASSESSMENT PROGRAMS**

#### **Full-time position**

**Current salary range: \$93,050 – 106,350 + full benefits package**

This is a full-time position requiring a bilingual (French/English) leader to manage a team and drive significant projects. The position offers a competitive salary, based upon experience and qualifications. CMEC offers the opportunity to work in a dynamic, collegial environment, in close cooperation with senior government officials on pan-Canadian programs. This position may be an excellent secondment or professional-development opportunity for an individual with demonstrated leadership abilities working in education assessment or a related field.

The **Coordinator, Learning Assessment Programs**, works on the design, implementation, and analysis of both pan-Canadian and international assessment programs, as well as other large-scale studies, to examine the educational environments and whether or not they are meeting expectations for students' performance at key points in their education. The coordinator manages a team of assessment professionals and reports to the Executive Director, CMEC.

The coordinator works directly with senior representatives of international and pan-Canadian education committees, international organizations such as OECD, and federal government departments with an interest in student assessment.

Currently, the Learning Assessment Programs unit coordinates pan-Canadian participation in three international studies and one pan-Canadian study:

- the Programme for International Student Assessment (PISA);
- the Trends in International Mathematics and Science Study (TIMSS);
- the Progress in International Reading Literacy Study (PIRLS); and
- the Pan-Canadian Assessment Program (PCAP).

### **Key Qualifications**

- Superior command of French and English (both written and spoken)
- Graduate degree (Master's or Ph.D.) with specialization in assessment or educational measurement
- Excellent knowledge of large-scale test development, research methodology, statistical analysis, and reporting (including familiarity with advanced statistical packages such as SPSS)

- Exceptionally detail-oriented, with strong project-management and organizational skills, and the ability to provide project deliverables on time and on budget
- Highly developed collaborative, networking, and negotiating skills to work with a broad spectrum of government officials, international organizations, and other stakeholders
- Ability to exercise discretion and tact in highly confidential and politically sensitive situations
- Highly developed decision-making and problem-solving abilities
- Demonstrated experience managing large-scale projects
- Ability to work effectively and collaboratively within pan-Canadian networks and with CMEC colleagues and stakeholders to achieve desired results
- Experience with large-scale assessments, typically gained through senior project experience at jurisdictional/national ministries of education or related organizations, educational institutions, or private educational-assessment companies
- Leadership skills and content expertise to provide ongoing feedback and coaching to colleagues and project teams

**Successful candidates will possess one or more of the following:**

- Knowledge of educational assessments in Canada
- Experience managing large-scale test development, administration, and research
- Senior-level experience in education, administration, or program management

If you wish to apply, 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](mailto:hr@cmecc.ca) by 4:00 p.m. EDT, August 16, 2016. For more information, visit us at [www.cmecc.ca](http://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.**