



**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 education at the pan-Canadian and international levels. Located in the heart of Toronto (steps from the St. Clair subway), CMEC is seeking a:

### **BILINGUAL MANAGER, INTERNATIONAL ASSESSMENTS**

#### **FULL-TIME POSITION**

**Annual salary range: \$73,443–\$95,213**

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

This role leads the successful implementation of flagship projects that assess the knowledge and skills of students at the international level and to report findings to education decision makers and other stakeholders.

The **Manager, International Assessments**, works directly with senior representatives of international and pan-Canadian education committees to implement comparative studies that inform assessment tools and methodology, as well as curriculum and pedagogical practices in elementary and secondary schools around the world. Currently, the Learning Assessment Programs unit coordinates the Pan-Canadian participation in three international studies: The Programme for International Student Assessment (PISA), the Trends in International Mathematics and Science Study (TIMSS), and the Program for International Reading Literacy (PIRLS). The position is supported by a team and reports to the Director, Learning Assessment Programs.

For this position, some international travel can be expected in order to attend project-related meetings. CMEC offers excellent benefits and the opportunity to work in a dynamic, collegial environment that promotes professional development and career advancement.

#### **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
- 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 the project team and oversight of the project with external partners

- Excellent knowledge of large-scale test development, research methodology, statistical analysis, and reporting (including familiarity with advanced statistical packages such as SPSS or SAS)
- Strong interpersonal and negotiating skills to work with senior representatives of education committees and other stakeholders
- Exceptionally detail-oriented, with strong project-management and organizational skills, and the ability to provide project deliverables on time and on budget

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) **by 4:00 p.m. EDT, July 26, 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.**