



**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:

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

### **Full-time position**

**Current salary range:** \$100,391–\$114,740, depending on experience and qualifications

**Work arrangement can be remote, in-person, or hybrid**

In joining CMEC, you will be part of a dynamic, intellectually stimulating, and collegial environment, in an organization that is focused on enhancing the quality of education for all Canadians. You will work with government officials, stakeholders, and colleagues from across the organization and around the country.

The Coordinator, Learning Assessment Programs, works on the design, implementation, and analysis of both pan-Canadian and international assessment programs. These large-scale assessments are critical to understanding educational environments and whether they meet expectations for students' performance at key points in their education. The Coordinator, Learning Assessment Programs, manages a team of assessment professionals and reports to the Director, Programs Directorate, who is a member of the organization's senior leadership team. The Coordinator, Learning Assessment Programs, works directly with: senior representatives of international and pan-Canadian education committees; international organizations, such as the Organisation for Economic Co-operation and Development (OECD) and the International Association for the Evaluation of Educational Achievement (IEA); federal government departments with an interest in student assessment; and other relevant stakeholders.

Currently, the Learning Assessment Programs Unit coordinates pan-Canadian participation in three international and one pan-Canadian large-scale assessment studies:

- 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 or any similar educational credentials
- 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
- Experience with large-scale assessments, typically gained through senior project experience at ministries of education or related provincial/territorial/national organizations, educational institutions, or private educational-assessment companies
- Leadership skills and content expertise to provide ongoing feedback and coaching to colleagues and project teams
- Knowledge of educational systems and assessments in Canada
- Experience managing human resources, including hiring, onboarding, performance management, coaching, and mentoring
- Experience leading a business unit, including operational planning and performance monitoring
- Experience as a member of an organization's leadership team
- Experience managing an operational budget, including variance analysis
- Experience negotiating contracts

The position offers a competitive salary based on experience, as well as a full benefits package, including:

- Competitive vacation allotment
- Twelve (12) paid statutory holidays
- Ten (10) paid sick days
- Five (5) paid personal days
- Personal wellness and professional development account (\$600 annually)
- Contribution towards employee's own retirement savings plan
- Health benefits
- Flexible work schedule, with the opportunity for hybrid or remote work

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 26, 2022**. For more information, visit us at [www.cmecc.ca](http://www.cmecc.ca).

CMEC is committed to fostering an inclusive, diverse, and accessible environment, where all employees, business partners, and clients feel valued, respected, and supported. If you require accommodation during the recruitment and selection process, please let our Human Resources team know.

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.