



**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 body 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, LEARNING ASSESSMENT PROGRAMS**

**Full-time position, 12-month contract with the possibility of extension**

**Current salary range: \$62,634–\$87,554**, 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, international partners, and colleagues from across the organization and around the country. This position is affiliated with the Canadian Office and Professional Employees Union (COPE) Local 343.

**The Bilingual Analyst, Learning Assessment Programs** supports the successful implementation of flagship projects that assess the knowledge and skills of students at the pan-Canadian and international levels. Such projects include the Pan-Canadian Assessment Program (PCAP), the Progress in International Reading Literacy Study (PIRLS), the Programme for International Student Assessment (PISA), and the Trends in International Mathematics and Science Study (TIMSS).

### **Key responsibilities**

- Support the development, implementation, analysis, and reporting of large-scale assessments of students across Canada.
- Develop and review assessment instruments, administrative materials, communications, and procedures.
- Support operations and monitor assessment administrations (e.g., train test administrators, provide day-to-day operational support, respond to information requests, and provide support to ministries/departments of education and schools to ensure reliable implementation of administration activities).
- Analyze data from large-scale assessment datasets, conduct research, and develop reports for education decision-makers, educators, and other interested parties based on these datasets.
- Work directly with representatives of provincial and territorial education committees to establish consensus on assessment instruments and procedures, and facilitate and support the range of assessments coordinated through the unit.

## Key qualifications

- Superior oral communication and writing skills in French and English (candidates may be asked to write a test or provide written samples of previous work)
- University degree with specialization in social sciences or relevant discipline
- At least two years of experience (typically gained through work at related organizations or government institutions) with large-scale project implementation and large-scale reports and/or other publications dealing with social, economic, or education policy
- Ability to prepare a variety of complex documents, such as guides, reports, briefings, and other communications materials, in both English and French
- Exceptionally detail-oriented, with strong organizational skills and the ability to manage competing priorities to meet critical deadlines
- Ability to deliver presentations to a variety of audiences (e.g., government officials, school staff, and team members, and other interested parties)
- Ability to work independently and collaboratively within a team
- Strong interpersonal skills to develop and maintain relevant networks and positive working relationships with senior government officials and other interested parties
- Excellent knowledge of research methodology, statistical analysis, and reporting
- Exceptional research skills to stay current with developments in the field of large-scale assessments
- Knowledge of Canada's education systems

The position offers a competitive salary based on experience as well as other perks including:

- Competitive vacation allotment
- Twelve (12) paid statutory holidays
- Ten (10) paid sick days
- Five (5) paid personal days
- 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, **April 19, 2024**. 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.

**CMEC is an equal-opportunity employer.**