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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:

MANAGER, Pan-Canadian Assessment Program (PCAP)

Full-time, 22-month contract (on-site, hybrid, or remote)

Current annual salary range: \$75,444 – \$97,373, depending on experience and qualifications, plus insured benefits

Start date: March 2022

CMEC is seeking a manager to lead the successful development, validation, and implementation of PCAP, a multi-year flagship project that assesses the reading, math, and science skills of Grade 8 students across Canada, and to report findings to education decision makers and other stakeholders. The Manager, PCAP, works directly with senior representatives of pan-Canadian and provincial/territorial education committees to obtain consensus on assessment tools and approaches. The position is supported by a shared team of analysts, psychometricians, a desktop publisher, and administrative support, and reports to the Coordinator, Learning Assessment Programs.

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

Key Qualifications

- Graduate degree (Master's or Ph.D.), with specialization in educational assessment and measurement
- Experience with large-scale assessments (paper-based and online), typically gained through senior project experience at provincial/territorial ministries of education, educational institutions, or private educational assessment companies
- Knowledge of Canada's education systems and provincial/territorial curricula gained through experience at the provincial/territorial, school board/district, or school level, or elsewhere
- People and team management skills
- Excellent knowledge of research methodology, statistical analysis, and reporting
- Strong interpersonal and negotiation skills, to work with senior representatives of education committees and other stakeholders

- Ability to communicate effectively in both English and French
- Strong writing skills in English
- Exceptionally detail-oriented, with strong project-management and organizational skills, and the ability to provide project deliverables on time and on budget
- Demonstrated experience in managing multiple projects with multiple stakeholders and competing priorities
- Demonstrated ability to prepare project plans, monitor progress, and track timelines
- Demonstrated ability to prepare effective visual presentations of complex data
- Ability to work independently and collaboratively within a team

Preference will be given to candidates with excellent oral and written skills in both French and English.

CMEC recognizes the value of secondment between organisations and encourages candidates who may be eligible for such an arrangement to apply.

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. EST, February 18, 2022**. 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.