

Education Officer | Guidance and Career Education

Ministry of Education Organization	Ministry of Education, Ontario Public Service
Division:	Student Achievement Division
Position Title:	Education Officer
Job Term:	Two-Year Secondment
Location:	315 Front Street West, Toronto, ON M7A 0B8
Compensation Group:	Association of Management, Administrative and Professional Crown Employees of Ontario (AMAPCEO)
Salary:	\$82,217 to \$141,937 (Please note that the applicants' current salary must be within this range)
Posting Status:	Open Targeted

Posting Date: July 9, 2025

Closing Date: July 30, 2025

Are you an innovative, forward thinking, and high-performing education leader with expertise in Guidance and Career Education? If so, consider joining our team that supports improving student achievement through policy implementation and skills development. The purpose of this position is to provide leadership and educational expertise in the development of provincial education policies, programs, standards and resources for the guidance and career education portfolio, and to build collaborative relationships and lead consultations with stakeholders.

We are seeking an individual with the following:

- Extensive experience in teaching and leading Kindergarten to Grade 12 guidance and career education learning in Ontario.
- Knowledge of and leadership experience in implementing ministry policies, resources, and curriculum related to guidance and career education and high-impact instructional practices, through work within the school system as an educator, school leader and/or system leader.
- Extensive experience in instructional leadership, coaching, leading professional learning, and monitoring and analysis of student and educator learning.
- Expertise building anti-racist, anti-oppressive, and anti-discrimination cultures in schools and fostering culturally responsive and relevant, equitable and inclusive learning environments.

- Experience implementing a range of high-impact instructional and assessment practices in schools designed to identify and meet the needs of diverse learners.
- Demonstrated understanding of and experience supporting the integration and implementation of Indigenous histories, perspectives, worldviews, pedagogy, and emerging issues related to guidance and career education.
- Experience dismantling a range of practices and attitudes that marginalize particular groups of students, such as addressing bias, building cultures of accountability and developing culturally responsive and relevant practices.
- Ability to develop, evaluate, and facilitate digital resources and implementation strategies, and develop and deliver virtual professional learning to support appropriate implementation in school boards and schools.
- Ability to develop and sustain positive relationships and networks with all major stakeholders, including to gather information; identify needs; provide advice, interpretation and clarification; and collaboration and cooperation amongst stakeholders on education policies and materials.
- Ability to coordinate with Ontario Public Service colleagues to ensure consistency in policy approaches and seamless education policies between elementary and secondary schools, and participate on committees, study groups and task forces addressing a wide variety of policy and program related issues.
- Knowledge of policy and program development principles and techniques, government legislative/decision-making processes and accountability frameworks.

What can I expect to do in this role?

Joining the Skills Development and Apprenticeship Branch at the Ministry of Education, you will be part of a team that provides the government with sound options and advice to advance the government's priorities in student achievement. This position will support the ministry's guidance and career education modernization efforts by introducing innovative ideas, leveraging knowledge of emerging trends, and providing strategic advice to the government that reflects the evolving needs of the sector.

In this role you will:

- Provide leadership, coordination, and education expertise to modernize guidance and career education by developing and implementing a menu of supports that are in alignment with Ministry of Education direction and responsive to school boards' learning goals.
- Provide impartial, objective, and evidence-based recommendations and implementation strategies to address trends and issues related to the teaching and learning of guidance and career education in Ontario's elementary and secondary school systems.
- Provide subject matter expertise and specialized advice, and monitoring trends, issues, and research to advance the governments' priorities.
- Develop options for the government's consideration to support ministry priorities and improving student achievement to ensure students are graduating with the skills they need to succeed now and in the future.

- Ensure that policies incorporate provincial education standards and meet the needs of educators, students, parents, stakeholders, employers, and postsecondary institutions while incorporating most recent pedagogical research and instructional methods.
- Work collaboratively with school boards to build alignment, coherence, and understanding of Ministry of Education policies and programs, and ministry and school board research, resources, and strategies in support of students, with a focus on guidance and career education teaching and learning.
- Forge productive and collaborative partnerships with various branches of the Ministry of Education and other ministries.
- Support and coach educators at all levels on implementing effective teaching and assessment practices, including student engagement, confidence, well-being, and equity, in the elementary and secondary school systems.
- Provide policy interpretation information regarding the implementation of Ontario's policies and projects in response to requests by stakeholders.

You will also:

- Review, develop and/or implement resources to support student achievement, equity, and well-being.
- Develop internal and external partnerships and represent the Student Achievement Division as needed with key stakeholder groups.
- Lead and/or participate in delivering professional learning activities and training to school boards.

Desired Knowledge and Experience:

- Understanding of the role of the public service, including processes, decision-making, policy and program evaluation principles/techniques, and service delivery.
- Pedagogy and elementary/secondary school systems and specialized subject areas (e.g., literacy, special education) and understanding of school board operations and issues, to provide education expertise and analysis in the development, drafting, and communication of policies, programs, standards, and initiatives related to guidance and career education portfolio and to work collaboratively with school boards teachers and faculties of education in developing student tools, policies, and programs to improve teaching and learning.
- An excellent understanding of and extensive experience with Ontario's publicly-funded education system, including experience in instructional leadership, coaching and leading professional learning.
- Demonstrated interpersonal and consensus-building skills to develop stakeholder relationships and gain support for provincial education policy and program initiatives.
- Reflective listening, questioning, and facilitation skills to provoke thinking and co-reflection.
- Excellent relationship building skills in a collaborative professional learning environment.

- Knowledge and understanding of current educational research and promising practices in support of equitable, inclusive, and culturally responsive guidance and career education.
- Understanding government policies and strategies, legislation, and current issues and trends impacting student achievement.
- Experience leading provincial education strategies for equity and system improvement, including in guidance and career education.
- Comprehensive understanding of equity, culturally relevant and responsive pedagogies, anti-black racism, anti-oppression, and anti-bias education, instruction and assessment practices.
- Knowledge of and expertise in consultation and engagement principles and practices related to building relationships and collaborating with First Nations, Métis, and/or Inuit communities and organizations.
- Significant experience designing, planning, and facilitating effective professional learning in face-to-face and virtual settings.
- Experience using and analyzing a variety of data to build understanding and respond to student, professional, and system learning needs.
- The ability to manage multiple, complex, and sensitive issues with tact and diplomacy within demanding timelines.
- The ability to think strategically, anticipate and absorb complex and large-scale issues, and develop practical and effective policy positions.
- Strong planning, time-management, organization, and collaboration skills.
- Excellent oral and written communication skills, including listening, engaging, presenting, and reporting; proficiency with MS Word, Excel, and Power Point; and experience with other web-based applications.

HOW TO APPLY:

Please send your cover letter and resume to Cynthia Veloir at Cynthia.Veloir@ontario.ca and Erika Runions MacNeil at erika.runionsmacneil@ontario.ca by the closing date.

If you require an accommodation under the [Ontario Human Rights Code](#) in order to participate in the recruitment process, please contact Cynthia at cynthia.veloir@ontario.ca.

Please note that to qualify for a Broader Public Service secondee, that a successful candidate must be a full-time, permanent employee of a Broader Public Service organization.

In addition, please note that commuting, moving and relocation expenses will not be covered by the Ministry.

Remember:

The deadline to apply is July 30, 2025, 11:59 pm Eastern Time. Late applications will

not be accepted.

We thank you for your interest. Only those selected for further screening or an interview will be contacted.

The Ontario Public Service is an inclusive and equal opportunity employer.

We will accommodate your needs under the [Ontario Human Rights Code](#)