

Education Officer | Technology

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 the development and implementation of Artificial Intelligence (AI) strategies and resources related to AI for the Kindergarten-Grade 12 sector? If so, consider joining our team that supports the modernization of education and the delivery of online, remote and blended learning in Ontario's publicly funded K-12 school system.

We are seeking an individual with the following experience:

- Knowledge of and leadership experience in implementing ministry strategies, policies and resources related to AI and technology enabled learning, through work within the school system as an educator, school leader and/or system leader.
- 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 branch 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 Digital and Online Learning 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 Artificial Intelligence.

In this role you will:

- Support the development and implementation of the ministry's approach to AI.
- Coordinate the development or acquisition of learning resources related to AI, including a potential resource development partnership with third parties.
- Contribute to the development and implementation of resources or policies related to AI, including the directives arising from the Enhancing Digital Security and Trust Act (EDSTA), in collaboration with ministry divisions and the Ministry of Public Business, Service Delivery and Procurement (MPBSDP).
- Provide advice and collaborate within the division on the potential role of AI within current and future initiatives (e.g., the Virtual Learning Environment procurement, curriculum development and implementation).
- Support technology procurements and processes with potential AI applications (e.g., the Virtual Learning Environment procurement, curriculum development and implementation).
- Provide subject matter expertise and advice to government on AI technologies.
- Create and maintain a database of AI and digital tool usage in Ontario.
- Provide impartial, objective, and evidence-based recommendations and implementation strategies to address trends and issues related to the use of AI in Ontario's elementary and secondary school systems.
- Provide subject matter expertise and specialized advice, monitoring trends, issues and research to advance government priorities.

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.
- An excellent understanding of and extensive experience with the Ontario publicly funded education system, including experience in instructional leadership, coaching and leading professional learning.
- 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 education.
- Understanding government policies and strategies, legislation, and current issues and trends impacting student achievement.

- Comprehensive understanding of equity, culturally relevant and responsive pedagogies, anti-black racism, anti-oppression and anti-bias education, instruction and assessment practices.
- The ability to manage multiple, complex and sensitive issues with tact and diplomacy within demanding timelines.
- An ability to think strategically, anticipate and absorb complex and large-scale issues and to 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; and proficiency with MS Word, Excel, Power Point and experience with other web-based applications.

HOW TO APPLY:

Please send your cover letter and resume to Cathy Blacklock at cathy.blacklock@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 Cathy Blacklock at cathy.blacklock@ontario.ca

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](#)