

JOB POSTING BILINGUAL EVALUATOR

QECO/COEQ is an organization sponsored by the four Ontario teacher affiliates; AEFO, ETFO, OECTA and OSSTF. Its mandate is to evaluate the academic and professional qualifications of teachers from publicly funded school boards across the province for salary category placement. QECO/COEQ is currently seeking a **BILINGUAL EVALUATOR** to join its team. This role will be a full-time, permanent position working onsite in the Toronto office.

Responsibilities of the position include:

- Examination of the qualifications of certified teachers.
- Assignment of salary categories based on those qualifications.
- Duties related to the job requirements as assigned by the Executive Director.

Qualifications for the positions include:

- Fluency in both oral and written English and French.
- Excellent administrative, interpersonal, communication and computer skills.
- Advanced mathematical reasoning and data analysis.
- Ability to research information and write reports.
- Proficient troubleshooting and problem-solving skills.
- Excellent organizational & time management skills.
- An understanding of the Ontario public education system (K-12 and post-secondary).
- Acceptable combination of education and equivalent work experience.

Closing date for applications: October 18, 2024 at 4:00pm.

Interested candidates are invited to submit a covering letter, resume and 3 references in confidence to: careers@qeco.ca - **Attention: Human Resources**

We thank all who apply, but only those candidates selected for an interview will be contacted.

QECO/COEQ is an equal opportunity employer with defined benefits and pension plans.