



**APPLICATIONS ARE INVITED FOR THE POSITION OF
SENIOR COORDINATOR OF EDUCATIONAL RESEARCH
STUDENT ACHIEVEMENT / RESEARCH DEPARTMENT
Non-Union Level 5 - \$110,318 - \$132,374**

Our Vision

At the Toronto Catholic District School Board, we transform the world through witness, faith, innovation and action. Servant-leadership that is visionary, empowering and inclusive is a fundamental characteristic of our Board. We seek colleagues who demonstrate a powerful personal mission and commitment through action to these principles. We are committed to fairly and objectively recruiting and selecting leaders and staff who are excellent role models, visionary and innovative, student-focused, committed to diversity, inclusion and equity and are also collaborative in building a Catholic community.

CRITERIA FOR AN INTERVIEW ARE AS FOLLOWS:

- A doctorate in Education, Social Science or a related discipline, with a focus in educational research methods that include equity frameworks, program evaluation, statistical analysis, and demonstrated research report-writing skills
- A minimum of four (4) years of successful experience, directly related in public education, research, evaluation, accountability, or assessment
- Excellent skills in research design, qualitative and quantitative data analysis, and knowledge of database management software
- Knowledge of current research methods, program evaluation, and advanced quantitative statistical analysis (e.g., multivariate analysis etc.) and qualitative analysis (e.g., content analysis etc.)
- Knowledge of up-to-date research and evaluation software (e.g., SPSS, Atlas.ti etc.)
- Proven leadership in 21st century information and communication technology skills to inform 21st century learning.
- Knowledge of Ontario Ministry of Education directions and initiatives (e.g., Board Improvement and Equity Plan; School Effectiveness Framework; Growing Success; EQAO; EDI)
- Experience in designing and implementing professional development activities focused on data literacy and research informed practice to various groups (e.g., teachers, principals)
- Experience managing complex research and program evaluation studies and supervising staff
- Transformational leadership experience including initiative, change management, organization and action planning skills that facilitate teamwork
- Excellent interpersonal and collaboration skills and ability to work as a team member in a dynamic, progressive, multi-faceted educational environment (e.g., academic and business; schools and central).
- Demonstrated attention to detail and accuracy
- Demonstrated effective organization skills, coordination of multiple, ongoing projects, decision-making, problem-solving, and conflict resolution
- Demonstrated commitment to working in a diverse community and fostering a culture of equity
- Excellent time management, consultation, facilitation, written and oral communication and presentation skills

MAJOR DUTIES AND RESPONSIBILITIES:

Reporting to the Associate Director of Academic Affairs & COO, the Senior Coordinator of Educational Research, will collaborate with System Superintendents and staff, conversant with current research methods and program evaluation, to oversee and implement educational research initiatives with an equity lens, and an anti-racist stance, in leading the way to building capacity and supporting data-informed decision-making at the Toronto Catholic District School Board. Duties and responsibilities include but are not limited to:

- Providing leadership in creating data-driven alignment among all aspects of the organization to support programs, processes, pathways, and outcomes, focused on understanding and addressing learner needs
- Providing leadership to a team of professionals within the Research Department and system partners in the areas of research, program evaluation, measurement, and assessment
- Providing leadership in designing and conducting research studies and building capacity of staff at all levels of the organization using an equity lens and a broad range of quantitative and qualitative data effectively, for planning, decision-making and improving student learning, achievement, and well-being
- Engaging with the Chief Information Officer and system leaders to ensure implementation of effective data visualization, local analysis and reporting tools to support evidence-informed decision making throughout the Board
- Collaborating with system leaders in the design and monitoring of major TCDSB initiatives and leading the evaluation of key system initiatives in the areas of curriculum, innovation, learning, and equity to support school and district effectiveness and educational accountability
- Engaging cross-departmental collaboration to meet the objectives of the Ontario Ministry of Education's Managing Information for Student Achievement (MISA) initiative, notably to increase local capacity to work with data for improved student outcomes
- Designing and leading professional learning for administrators, teachers, and other board staff on accessing and using data to inform practice and knowledge mobilization in support of learning and well-being
- Overseeing the implementation of internal system-wide assessments (e.g., CAT4) and surveys, and supporting the administration and usage of EQAO assessments
- Reviewing and reporting on external applications to conduct research within the TCDSB as per Board Policy S.19
- Regularly engaging with senior staff by supporting research-informed decision making, dialogue, and communication with various levels of the organization
- Represent the TCDSB in Ontario Ministry and community research-based initiatives to improve learning and well-being for all children
- Developing and communicating completed reports to be shared with the Board of Trustees and the Ministry of Education
- Developing, managing, and reporting on the annual budget (Research Department Budget)
- Performing any other duties as assigned or required

Diversity and Inclusion

Consistent with the TCDSB's Employment Equity policy and Multi-Year Strategic Plan, the TCDSB is strongly committed to fostering and creating a diverse and inclusive workplace that reflects the stakeholders and communities we serve. As such, we welcome and encourage applications from candidates who self-identify as visible minorities, persons with disabilities, aboriginal peoples and women. You are invited to voluntarily indicate if you identify as one or more of the aforementioned communities. This information will be kept confidential.

Barrier-Free Recruitment and Selection

TCDSB embraces the principles of the Accessibility for Ontarians with Disabilities Act (AODA) and as such, is committed to creating an inclusive, barrier-free recruitment and selection process. Please inform the Human Resources department at the time of your application of any requirement for an accommodation. The need for documentation to support the accommodation will be requested as required prior to the implementation of any accommodation measures.

Candidates granted an interview will be required to present a Digital portfolio (max 10 minutes) at the interview (live – not pre-recorded) using digital tool/format of your choice.

Interested applicants are asked to submit a completed résumé, cover letter, and any related educational documents, and reference letters, no later than **Wednesday, January 19, 2022**. Failure to complete a full package may impact your eligibility for an interview.

Applications are to be submitted online through ApplyToEducation at:

https://network.applytoeducation.com/Applicant/AttJobPosting.aspx?JOB_POSTING_ID=d73cb5bb-d87a-4303-83a6-727c93f9f110

We thank all applicants, however, only those selected for further consideration will be contacted.

Please note, candidates selected for an interview will be required to provide original applicable education documents.

The Government of Ontario has implemented a COVID-19 immunization disclosure requirement for all publicly funded school board staff. Please be aware that all successfully recruited candidates will be required to complete TCDSB's COVID Attestation Declaration once hired. All new hires who are not immunized against COVID-19, will be required to undertake regular rapid antigen testing. Please note, you are not to forward proof of vaccination or medical exemption information at this time.