



ONTARIO SECONDARY SCHOOL TEACHERS' FEDERATION
DISTRICT 11 THAMES VALLEY
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OSSTF District 11 - Thames Valley invites applications for the position of **Federation Services Officer**

The District Executive is seeking the services of FOUR individuals to each serve as full-time appointed Federation Services Officer as part of the District Office staff for the term beginning July 1, 2017 to June 30, 2019.

The position will require travel and evening and weekend work. The ideal candidates will serve OSSTF as enthusiastic and professional representative of the Federation. The duties and responsibilities of Federation Services Officers will include, but are not limited to, the following guiding principles and main responsibilities:

1. **Responsibilities as per District Bylaw 3.3.9**

- 3.3.9 Federation Services Staff** - It shall be the duty of a Federation Services Officer, as assigned by the District President,
 - 3.3.9.1** to provide direct member support in:
 - 3.3.9.1.1** personnel matters,
 - 3.3.9.1.2** collective Agreement interpretation,
 - 3.3.9.1.3** benefits clarification,
 - 3.3.9.1.4** school board policy interpretation,
 - 3.3.9.1.5** federation policy and bylaw interpretation,
 - 3.3.9.2** to provide operational support to the various Standing Committees and Ad Hoc Committees of the District,
 - 3.3.9.3** to provide support to the Bargaining Units,
 - 3.3.9.4** to assist in the vetting of Board of Education policy,
 - 3.3.9.5** to be a representative of the District on joint committees with other organizations,
 - 3.3.9.6** to keep the District Executive Council, Provincial Office and the membership of the District appropriately informed,
 - 3.3.9.7** to prepare recommendations for the District Executive Council,
 - 3.3.9.8** to assist in Bargaining Unit negotiations at the request of the Bargaining Unit and the direction of the District President,
 - 3.3.9.9** to present a list of Workplaces to the District Executive Council at the beginning of each school year,
 - 3.3.9.10** to perform other duties as assigned by the President and the District Executive Council.

2. General Duties and Responsibilities of the Federation Services Officers

The Federation Services Officer:

- [a] Carries out all directions and duties delegated by the District Executive Council and the District Annual General Meeting.
- [b] Takes a leadership role in the District as a non-voting member of the District Executive Council and provides assistance and support to the Bargaining Unit and Committees to which he/she is liaison.
- [c] Communicates with the District Executive on planning and strategic issues facing OSSTF.
- [d] Assists the District and/or Provincial Executive to carry out the priorities and directives of the district and the province.
- [e] Keeps confidential information received pertaining to OSSTF and its operations, except as such information is necessary and proper to disclose for the proper operation of OSSTF and the proper conduct of duties.
- [f] Is available at all times during normal business hours or such other times as may be directed, to deal with matters of the Federation.
- [g] Prepares, keeps records and files official documents (minutes, correspondence, etc.) as pertain to the assignments in his/her portfolio.
- [h] Performs other related duties requested from time to time by the District Executive.

Qualifications and Skill Requirements

The Federation Services Officer will:

- [a] Be an **active** member (as defined by provincial Bylaw 2.1.1) of OSSTF District 11 - Thames Valley with **full-time entitlement in his/her current position**.
- [b] Have at least 5 years of active OSSTF experience.
- [c] Have knowledge of OSSTF structures, policies, practices, initiatives and positions on educational issues.
- [d] Have knowledge of the collective agreements and constitutions of the four bargaining units of District 11 and the mandates of District Committees, as well as knowledge of Thames Valley District School Board policies and familiarity with the *Education Act*, *Ontario Labour Relations Act* and other relevant Acts and Regulations.
- [e] Have proven leadership abilities and have shown personal initiative in the Federation activities in which he/she has been involved.
- [f] Have proven ability in personal counselling, communications and political action, educational services, and contract maintenance.
- [g] Have and demonstrate excellent communications skills in English (both orally and in writing).
- [h] Be a collaborative problem-solver whether working with colleagues and with Board personnel.
- [i] Have excellent interpersonal skills.
- [j] Have a current and well-developed range of computer skills.

Application Package Requirements

Interested full-time active members of OSSTF District 11 - Thames Valley who fulfill the qualifications and experience requirements may submit an application package consisting of **ALL** of the following:

- [a] A cover letter of application and a résumé including Federation and other professional and relevant experience.
- [b] At least THREE but no more than FIVE **actual samples** of work done on behalf of the Federation which demonstrate some of the skills as described in "Qualification and Skill Requirements". (These are to be actual documents/products/reports not merely a list.)

Application Packages are to be submitted to:

Lisa MacMaster
District President OSSTF District 11 - Thames Valley
C/o District 11 Office (680 Industrial Road)
Marked "**Personal and Confidential**"

*The application packages must be received by **12:00 p.m. on Monday, April 3, 2017.***

Application and Interview Process and Timelines

1. **Application Period:** Monday, March 20th to Monday, April 3rd 2017 (**12:00 p.m. deadline**).
2. **Interview Notification by:** Wednesday, April 5th
 - All applications are gratefully accepted but only those selected for an interview will be contacted.
 - Members must have full-time entitlement in their current position and submit a complete application package to be granted an interview.
3. **Interviews will take place on:** Tuesday, April 11th (release will be provided)
 - The interview process will consist of three (3) parts which will last 60 minutes in total - a case study (15 minutes), a practical written task (20 minutes), and questions by the interview panel (25 minutes).
 - The recommendation of successful candidate(s) will be based on the assessment by the Selection Committee of the application package and the interview. See "General Selection Criteria" (attached).
4. The Selection Committee will recommend the successful candidates for appointment as Federation Services Officers. Endorsement by District Executive Council will occur on Thursday, April 26, 2017.

GENERAL SELECTION PACKAGE

APPLICATION PACKAGE

The cover letter/resume and the 3-5 samples of work done will be assessed in each of the following.

- Content (credentials, experience, knowledge)
- Communication Skills (grammar, articulation)
- Evidence of professionalism and skill requirements

INTERVIEW

- The whole interview process will take 60 minutes in total and will consist of three parts: a case study (15 minutes), the oral interview (25 minutes), and a practical written task (20 minutes).
- **Case Study:** You will be given a situation and a question pertaining to it. You may make notes to take with you to the oral interview so that you may refer to them there.
- **Practical Written Task:** You will be given a situation about which you need to prepare a written response. You will be given access to paper, a computer, a printer and a dictionary. You will prepare and type the item, then print it and submit it to Laurie in the envelope provided. The written response will be assessed in each of the following:
 - Knowledge of OSSTF—policies, positions, issues
 - Interpersonal Skills (awareness of audience, persuasiveness)
 - Communication Skills (grammar, articulation)
 - Computer Skills (use of software application and printer)
- **Oral Interview:** The first part of the interview will be a response to the question of the **case study**, and then there will be four additional questions. Each of the answers will be assessed in each of the following:
 - Knowledge of OSSTF—structures, policies, positions, issues, bargaining units—and/or board/Ministry, as appropriate to the question.
 - Communication skills (grammar, articulation)
 - Evidence of leadership, professionalism and interpersonal skills, as appropriate to the question.
 - Ability to "think on one's feet" and evidence of initiative and problem-solving.