



**ONTARIO SECONDARY SCHOOL TEACHERS' FEDERATION
60 Mobile Drive, Toronto, Ontario. M4A 2P3**

**Job Posting
for the position of**

Associate General Secretary/Protective Services

The Ontario Secondary School Teachers' Federation is seeking the services of an individual to serve as the Associate General Secretary/Protective Services. Duties will commence January 1, 2026.

PART I – POSITION SUMMARY

This position is located at the OSSTF Provincial Office. Reporting directly to the General Secretary, the Associate General Secretary/Protective Services, is accountable for member support functions, including but not limited to, negotiations, grievances/arbitrations and contract maintenance, education finance, pay equity, health & safety, benefits, long term disability, pension, WSIB, EI, training, and organizing. The Associate General Secretary/Protective Services will provide advice to the General Secretary, President, Provincial Executive, and the Annual Meeting of the Provincial Assembly on matters affecting OSSTF/FEESO on all matters related to protective services. The Associate General Secretary/Protective Services will ensure that programs are responsive to changing service level priorities, objectives, and member needs. The Associate General Secretary/Protective Services will ensure work is performed in accordance with legislated and regulated procedures and broad policies as prescribed by the OSSTF/FEESO Constitution, Regulations and Policies, the General Secretary, President, Provincial Executive, and the Annual Meeting of the Provincial Assembly. The Associate General Secretary/Protective Services will create an appropriate protective services strategy to sustain a positive, proactive, and mutually beneficial climate which is supportive of OSSTF/FEESO values. Ensures a work environment that promotes staff participation, teamwork, and positive labour relations.

RESPONSIBILITIES AS PRESCRIBED UNDER THE CONSTITUTION AND REGULATIONS

Bylaw 1.3.5 - Associate General Secretaries

- 1.3.5.1 It shall be the duty of the Associate General Secretaries to be responsible for performing the duties of the General Secretary when the General Secretary is absent; and
- 1.3.5.2 be responsible for carrying out such other duties and responsibilities as may be assigned by the General Secretary and the Provincial Executive

DUTIES AND RESPONSIBILITIES (not listed in order of priority)

1. Working with the General Secretary, other Associate General Secretaries and Directors, the selected candidate provides vision and strategic direction for member support functions. Establishes protective services initiatives and develops procedures where needed to align department programs and policies with OSSTF/FEESO's strategic directions.
2. Accountable for departmental budget expenditures and achievement of departmental goals.
3. Plans and manages departmental activities and staff.
4. Provides performance feedback, training, coaching, and mentoring to departmental staff.
5. Provides recommendations and/or makes hiring decisions for departmental staff.
6. Designs, implements and/or updates policies and practices in all areas of protective services which will contribute to OSSTF/FEESO strategic objectives.
7. Promotes equity, diversity, and inclusion throughout OSSTF/FEESO.
8. Provides leadership and planning direction to all areas of responsibility in a manner that motivates, guides, and directs employees to the realization of department goals and objectives.
9. As a member of the Senior Staff Management Team, develops the long-term organizational plan, strategy, and policy, for approval by the Provincial Executive. Is accountable for the implementation of the approved plans.
10. Ensures timely, accurate advice, service, and consultation to the General Secretary, President, Provincial Executive, and all levels of management on a variety of protective services matters.
11. Develops and maintains effective relationships with the members, other unions, general public, ministries and government officials, agencies, organizations, and institutions.
12. Ensures compliance with provincial legislation, regulations, OSSTF/FEESO Constitution, Regulations, Policies and procedures, as prescribed by the General Secretary, President, Provincial Executive and the Annual Meeting of the Provincial Assembly. The Associate General Secretary/Protective Services is accountable for the integrity of the performance management, planning processes, and the management and efficiency of the departmental responsibilities.
13. Ensures that confidentiality is maintained in accordance with Federation policies and practices, the *Freedom of Information and Protection of Privacy Act*, and/or other related and applicable legislation.
14. Prepares reports and makes presentations as required. Reviews and provides input to staff reports and proposals in response to OSSTF/FEESO requests, emerging legislative, or regulatory requirements.

15. Attends Provincial Executive, Provincial Council, Annual Meeting of Provincial Assembly, and other meetings as required.
16. Performs other duties as assigned by the General Secretary.

PART II – POSITION REQUIREMENTS

EDUCATION AND EXPERIENCE

- At least five (5) years employment by Provincial OSSTF/FEESO and/or at least ten (10) years Federation experience in a leadership capacity.
- Superior knowledge of protective services obtained through relevant work experience and/or education.
- Superior understanding of policies and related legislation, including government organization and structure, and their significance and potential impact.
- Knowledge of and demonstrated ability in improvement strategies to optimize both quality and effectiveness of program delivery.
- Demonstrated management competencies including superior leadership and supervisory skills, integrity, financial management, strategic planning, decision making, judgement, professional demeanour, and ability to multi-task in a fast-paced environment.
- Superior interpersonal and communication skills and the ability to build effective relationships, resolve conflict, and deliver information and presentations to both internal and external groups and stakeholders.
- A strong knowledge of and belief in the purpose and operations of unions, policies, and practices.
- Experience in providing strategic advice during negotiations.
- Experience in the leadership and supervision of staff and the administration of employment policies and collective agreements.
- Superior communications skills in English both orally and in writing. Bilingualism [English and French] would be considered an asset.
- Class G Driver's License, in good standing and reliable vehicle to use on Federation business.

The position will require work during normal business hours, evening, and weekend work as well as travel. The ideal candidate will serve OSSTF/FEESO as a strong advocate of the Federation. This job will be responsible with other members of the Senior Management Team to provide 12-month coverage at the Provincial Office.

SALARY AND BENEFITS

Salary, benefits and working conditions are as per the employment agreement between OSSTF/FEESO and the Associate General Secretary/Protective Services.

APPLICATION REQUIREMENTS

1. A letter of application, including a statement of suitability for the position.
2. A curriculum vitae, including both professional and Federation experience.

Applicants are requested to submit full information regarding professional background, Federation and other experience in a **single** complete PDF file to:

The Provincial Executive
c/o Chris Goodsir, General Secretary
Ontario Secondary School Teachers' Federation
60 Mobile Drive, Toronto, Ontario, M4A 2P3
Email: careers@osstf.ca
Marked "Personal and Confidential"

Applications will be received up to 4:00 p.m., Wednesday, September 17, 2025

The Ontario Secondary School Teachers' Federation (OSSTF/FEESO) is dedicated to equity, anti-racism, and anti-oppression while protecting and enhancing public education. We are committed to cultivating an inclusive workforce that reflects the diversity of our members and our communities. We actively seek and welcome applications from members of First Nations, Métis, Inuit, and/or equity-seeking groups. In accordance with the *Accessibility for Ontarians with Disabilities Act* (AODA), OSSTF/FEESO strives to ensure that all recruiting processes are non-discriminatory and barrier-free. If you require an accommodation at any point during the recruitment process, please advise the Recruitment Team where possible, in advance.

OSSTF/FEESO values the participation of members with various lived experiences. Self-identification of membership in equity-seeking or sovereignty-seeking group(s) is voluntary. If you choose to self-identify, please fill out the attached Applicant Voluntary Self-Identification Questionnaire.

Applicant Voluntary Self-Identification Questionnaire

The Ontario Secondary School Teachers' Federation (OSSTF/FEESO) is dedicated to equity, anti-racism and anti-oppression while protecting and enhancing public education. We are committed to cultivating an inclusive workforce that reflects the diversity of OSSTF/FEESO members and our communities. We actively seek and welcome applications from members of First Nations, Métis, Inuit, and/or equity-seeking groups.

OSSTF/FEESO values the participation of individuals with various lived experiences. As part of our commitment to our *Action Plan to Support Equity, Anti-Racism and Anti-Oppression* all applicants are invited to complete the Applicant Voluntary Self-Identification Questionnaire. This questionnaire is voluntary, and you may choose to skip the questionnaire or select “Prefer not to answer” to any of the questions. All information collected is confidential and will only be used to support OSSTF/FEESO’s efforts to cultivate a diverse workforce. If you have any questions about the questionnaire, please contact our Human Resources Director.

- 1) Do you self-identify as First Nations, Métis, and/or Inuit?
 - ☐ No
 - ☐ Yes
 - ☐ Prefer not to answer
- 2) Do you self-identify as a member of a racialized community?
 - ☐ No
 - ☐ Yes
 - ☐ Prefer not to answer
- 3) Do you self-identify as a person living with a disability?
 - ☐ No
 - ☐ Yes
 - ☐ Prefer not to answer
- 4) Do you self-identify as a woman or as gender diverse?
 - ☐ No
 - ☐ Yes
 - ☐ Prefer not to answer
- 5) Do you self-identify as 2SLGBTQI+ (Two-Spirit, **L**esbian, **G**ay, **B**isexual, Transgender, **Q**ueer, Intersex)?
 - ☐ No
 - ☐ Yes
 - ☐ Prefer not to answer