

Ontario EcoSchools Certification Assessor 2012 Job Description

The Ontario EcoSchools program is seeking temporary staff to assess certification applications, conduct school site visits and celebrate schools' achievements in the EcoSchools program.

Positions available in the following regions: Durham, Halton, Kingston, Guelph/Waterloo, Niagara

**** Please clearly indicate which region you are applying for at the top of your cover letter ****

Background on Ontario EcoSchools and the certification program

Ontario EcoSchools is an environmental education and certification program for grades K-12 that helps school communities develop both ecological literacy and environmental practices to become environmentally responsible citizens and reduce the ecological footprint of schools.

The certification component of the program gives schools a means to assess their achievement in environmental initiatives undertaken during the school year. To become certified, a school must complete an application and provide supporting documentation to demonstrate achievement in 4 key areas: ecological literacy, energy conservation, waste minimization and school ground greening. Schools that successfully complete a certification application may be visited by an assessor to verify their application and celebrate their achievements. Both elementary and secondary schools may become certified EcoSchools. For more information visit www.ontarioecoschools.org

Responsibilities of Assessors

- Act as a positive ambassador for Ontario EcoSchools during site visits and assessments
- Attend 5 day paid training session in Toronto (April 30th to May 4th)
- Evaluate certification applications and provide detailed feedback
- Conduct site visits to elementary and secondary schools, usually accompanied by school board staff
- Summarize and report on information from visits and applications including stats, site questions and best practices
- Assist with logistics of managing the applications or other certification-related tasks as required

Qualifications/Requirements

- B. Ed. or equivalent experience with Ontario curriculum and classroom practice with an interest in Environmental Education
- Excellent writing and data management skills including basic proficiency in Word and Excel
- Experience and proficiency in assessment and evaluation
- Must enjoy working with students and teachers
- Excellent organizational skills, especially time management
- Responsible, punctual, detail-oriented
- Access to a computer/laptop with high speed internet connection
- Driver's license and access to a car (mileage will be reimbursed)
- Valid Police check (Ontario EcoSchools will reimburse if necessary)
- Must be able to commit to full time employment from April 30-May 18 (with the likelihood of extension)

Remuneration

- \$165/day; 8 hours per day; start/finish time will vary per day
- No benefits

Application instructions

Send a resume and cover letter to Elanor Waslander at certification@ontarioecoschools.org by Friday January 13th at 5pm. Please indicate the region of Ontario you are applying for at the top of the cover letter. No phone calls please, only selected candidates will be contacted for an interview.



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