



*The Ottawa-Carleton District School Board is the largest school board in Eastern Ontario. Over 150 schools offer a wide range of programs and/or services to promote learning excellence and meet the individual needs of students, parents/guardians, and the community at large. Our sites are teaching communities where principals, vice-principals, teachers and support staff nurture student well-being and challenge students to achieve their fullest potential.*

**We are seeking a competent, creative, dynamic professional to join our senior staff as:**

## **Executive Officer of Strategic Services**

Reporting to the Director of Education, the Executive Officer of Strategic Services will serve as a senior level leader within the District who will be responsible for branding/marketing of the organization, driving strategic initiatives, overseeing key departments related to communications and research analyses, as well as building operational excellence through alignment and coherence, system-wide.

The ideal candidate is a strategic thinker, a skilled communicator, and a proven change management leader who can navigate complex challenges and deliver tangible results. You will lead and manage organizational change initiatives, including developing effective change management strategies and community consultation processes; lead the development and implementation of effective communication strategies, managing internal and external communications, including media relations, stakeholder engagement, and crisis communication. This position fosters a culture of innovation, collaboration, and continuous improvement within the senior team and provides strategic guidance and support to department leads to ensure alignment with overall organizational goals while ensuring compliance with relevant legislation and/or regulations for the sector. In collaboration with the Board of Trustees and the Director of Education, you will develop and implement a comprehensive, multi-year strategic plan aligned with the organization's vision, values and mission to identify and prioritize strategic initiatives that drive organizational growth and improvement.

### **Qualifications**

- Advanced degree in business administration, educational leadership and/or management, or a related field, and 8 or more years of related experience. An equivalent combination of education and experience may also be considered.
- Deep understanding of the education sector, including its challenges and opportunities.
- Demonstrated extensive experience in strategic planning, change management, and operational improvement.
- Proven track record of leading and managing high-performing teams.
- Strong analytical and problem-solving skills.
- Excellent interpersonal and communications skills required, both oral and written, and ability to maintain effective working relationships with stakeholders.
- An entrepreneurial ability to work independently and take initiative.
- Demonstrated commitment to equity, diversity and inclusion and the removal of systemic barriers, as well as championing the advancement of human rights for students, staff and school communities.
- Strong attention to detail and organizational skills.

Completed applications, including a resume and cover letter, should be submitted to [socompetitions@ocdsb.ca](mailto:socompetitions@ocdsb.ca) no later than 12:00 p.m. on **Friday June 13, 2025**.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

*OCDSB employees serve students, colleagues, families and community partners. We invite people of all abilities, orientations, faiths, ethnicities, races, genders and ages to join us as we create learning and working spaces that honour the unceded and unsundered land of the Algonquin people, and respect, value and increasingly reflect the diversity of Ottawa. Your lived experience is an essential contribution to deliver the education every student deserves with dignity.*

**Applicants who may require accommodations at any point in the selection process are invited to contact [socompetitions@ocdsb.ca](mailto:socompetitions@ocdsb.ca)**