



Montreal Teachers **Association** des enseignantes et enseignants de Montréal

MTA PROFESSIONAL STAFF VACANCY – Labour relations and grievance specialist

There will soon be a professional staff vacancy in the MTA Office. A selection committee comprised of MTA staff and Executive members will be interviewing chosen candidates and then recommending a short list to the MTA Executive for a decision.

JOB DESCRIPTION

- To work in the MTA Office and in the schools/centres of the EMSB in collaboration with the MTA President and Professional Staff;
- To monitor the application of provisions in the collective agreement related to teacher workload, remuneration, Adult Education and Vocational Education, to assist the teachers affected by these provisions, and to represent MTA vis-a-vis the EMSB on these dossiers;
- To assist teachers in matters related to the interpretation and enforcement of other provisions in our collective agreement;
- To prepare information documents and training to MTA reps and members regarding various aspects of the collective agreement;
- To be responsible for grievances and arbitrations, in coordination with QPAT Professional staff;
- To serve on various committees in the MTA, on parity committees with the EMSB, and on QPAT committees;
- To attend, and provide reports at all MTA executive meetings, Reps assemblies and General meetings;
- To work in collaboration with the MTA Executive and the QPAT professional staff to further the interest of MTA members;
- To assist in the preparation of local negotiations demands and to participate in those negotiations.

CONDITIONS OF EMPLOYMENT

The successful candidate will be expected to officially commence her/his duties as of August 18, 2021. They must also be available for a period of training, involving release from teaching duties (if necessary) during the month of June. Salary and other conditions will be as per the agreement between the MTA and its professional staff. The annual starting salary rate is \$97 982.

CRITERIA

- prior union experience;
- a familiarity with teachers' working conditions and with the public education system generally;
- proficiency in both English and French;
- intelligence, an ability and willingness to learn, a capacity for solving problems, an aptitude in understanding technical detail;
- a commitment to working with others, and the capacity to be patient, understanding and empathetic;
- the ability to formulate clear oral and written reports;
- experience with Microsoft Office applications, virtual meeting platforms and other related technology tools.

DEADLINE FOR APPLICATIONS: Monday, June 14th, 2021

Please send your application letter and curriculum vitae via **email** to: mta@mta-aeem.com

Selected candidates will be interviewed the week of June 21st, 2021.