

## New

Ministry

Education and Childcare

### Describe: Basic Job Details

#### Position

Position ID

Position Name (200 character maximum)

Senior Credential Evaluator

Requested Class

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

vacant

#### Organizational Structure

Division, Branch/Unit

System Excellence, TLE/TLC

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Program Services 4

### Design: Identify Job Duties and Value

#### Job Purpose and Organizational Context

Why the job exists:

Reporting to the Credential Evaluation Supervisor, Teacher and Leadership Certification, the Senior Credential Evaluator is an expert on credential assessment for teachers in Alberta and is responsible for the certification of teachers in compliance with Department legislation, regulations and policies to ensure that the certification process is carried out in a fair and equitable manner. The Senior Credential Evaluator uses a high level of research and analytical skills to ensure that all applications are evaluated on a case by case basis in accordance with the *Certification of Teachers and Teacher Leaders Regulation*, the framework of the Operational Definitions for Credential Assessment, and with commonly accepted national and international evaluation practices. The Senior Credential Evaluator consults and provides expertise on national and international credentials to stakeholder groups; including employers, post-secondary institutions, and other teacher licensing bodies. The Senior Credential Evaluator provides input regarding policy, legislation changes, day-to-day operations, and timely issues regarding teacher employability.

#### Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

**1. Development and Application of Assessment Standards, Principles, and Methodologies**

The Senior Credential Evaluator:

- Consults with professional licensing bodies, post-secondary institutions and other stakeholder groups to collect information on assessment standards and best practices in the recognition of foreign credentials.
  - Monitors and interprets changes in national and international educational systems and determines the impact of these changes in teacher certification assessment standards for Alberta teacher certification.
  - Leads development of provincial assessment standards and principles. Consults with national and international professional licensing bodies, post-secondary institutions and other stakeholder groups to collect information on assessment standards to ensure that teacher certification assessment standards are accurate.
  - Has responsibility for interpreting and applying the principles of Labour Mobility Agreements to Canadian certificated teacher applicants applying to Alberta for certification.
  - Provides input in the development of operational policies and makes recommendations to the Registrar on the acceptance of teacher education programs for teacher certification.
  - Provides technical advice to committees (Certification Appeal Committee), institutions and individuals concerned with issues in regards to teacher certification.
  - Interprets and explains certification policies to clientele and Alberta Education and Childcare stakeholders.
  - Provides support and recommendations for ensuring standard and consistent application of documentation requirements and policy adherence.
  - Maintains a working knowledge of certification practices, the *Alberta Education Act*, *Certification of Teachers Regulation*, *Private Schools Regulation*, and other related policies, and the *Teaching Quality Standard*. Freedom of Information and Protection of Privacy Act (FOIPP), and certification practices and policies in other Canadian jurisdictions and in other countries.
- Knowledge of standard evaluation practices and the Council of Alberta Teaching Standards Operational Definitions for Credential Assessment.
- Frequently reviews evaluation reference and resources and participates in professional development opportunities.
  - Maintains evaluation reference resources to ensure they are current and provide access to pertinent information necessary for credential assessments.

## 2. Research and Assessment of Credentials for Certification

The Senior Credential Evaluator:

- Uses a high level of research and strong analytical skills in the areas of research and policy development for acceptance of educational credentials in accordance with the *Certification of Teachers Regulation*, *Teaching Quality Standard*, policies and within the framework of the Operational Definitions for credential assessment.
- Assesses academic and professional credentials and other relevant documentation for out-of-province and out-of-country educated teachers to determine eligibility for teaching authority in Alberta or bridging credentials in keeping with teacher labour mobility agreements and the *Alberta Certification of Teachers and Teacher Leaders Regulation*. Assessment decisions on foreign credentials are based on high quality research and information.
- Verifies the authenticity of documentation submitted by corresponding with post-secondary institutions and other Ministries of Education outside of Canada to ensure credentials and institutions are recognized and acceptable.
- Ensures applicants meet the minimum academic requirements including an acceptable teacher preparation program as defined in the Operational Definitions for Alberta teacher certification.
- Ensures applicants meet the minimum language proficiency requirements and effectively communicate language deficiencies to applicants.
- Determines the total years of schooling which includes academic study at the secondary and post-secondary level to ensure requirements for teacher certification are met in accordance with the *Certification of Teachers and Teacher Leaders Regulation*.
- Communicates (verbally and in writing) with clientele with respect to assessment decisions. Monitors progress of clients upgrading their qualifications to meet the Alberta standard.
- Provides background research and technical advice on matters associated with teacher certification and development.
- Provides information on the acceptability of transfer credit from academic institutions and the acceptability of programs of study, and post-secondary institutions.
- Researches teacher education programs, proposals and programs associated with the professional upgrading required of teachers.
- Corresponds with other provincial/Canadian/foreign post secondary institutions and other Departments/Ministries of education (within and outside Canada) when clarification of an applicant's study is required.

## 3. Lead and Manage Collaborative Initiatives with Stakeholders

The Senior Credential Evaluator:

- Has responsibility for processing applications for teaching authority for teachers from other countries that fall under the terms and conditions of agreements between Alberta and other countries, or the Minister of Education and Childcare and their counterpart in other nations (such agreements include: the Regional and Educational Exchanges for Mutual Understanding with Japan, the Memorandums of Understanding with France, Spain, and Alberta Accredited International Schools approved to offer the Alberta curriculum).
- Processes applications for teaching authority for teachers from other countries that fall under the terms and conditions of agreements between Alberta and other countries.
- Reviews applications to determine minimal documentation requirements for issuance of teaching authority
- Prepares special authorizations to teach.

The Senior Credential Evaluator is responsible to ensure that all teacher applicants with offers of employment present acceptable credentials and have the proper teaching authority to be in the classroom in keeping with the *Education Act*.

## Problem Solving

Typical problems solved:

The analysis of complex credential assessments requires a comprehensive knowledge of the educational systems, and application of Departmental regulations, policy and procedures pertaining to the preparation of teachers and teacher certification requirements in Canada and around the world. Sound objective, analytical and writing skills are required to prepare assessment outcomes, written communications, background papers and research. Communication duties demand that the Senior Credential Evaluator exercise tact, courtesy, flexibility, patience and good judgment in relationships with staff, clientele, and stakeholders that include: Alberta universities, private colleges, school boards, the Alberta Teachers' Association, Association of Independent Schools and Colleges of Alberta, and other regulatory bodies and institutions around the world.

Matters pertaining to assessments requiring changes or development of policy, irregular evaluations with teaching authority requests or internal staffing matters relating to work quality are discussed with the Credential Evaluation Supervisor. The Senior Credential Evaluator has no direct supervisory duties but is required to assist in the training of all new Credential Evaluators.

Where required, the Senior Evaluator will participate in user acceptance testing (UAT) for the TWINS Teacher Registry to ensure that system changes that impact work are identified during testing.

Types of guidance available for problem solving:

The Senior Credential Evaluator collaborates with their team and seeks advice from members of the team, other certification bodies, to ensure that assessment decisions align with all legislated requirements. Where additional support is required, the Senior Credential Evaluator brings unusual cases to leadership for review and recommendation.

Direct or indirect impacts of decisions:

The position is responsible for ensuring credential assessment decisions are accurate and based on sound research to ensure only qualified individuals are granted teacher certification, and any denials on certification are defensible in the event of appeal.

## Key Relationships

Major stakeholders and purpose of interactions:

Prospective teachers, recommending officers, superintendents' office staff, other internal departments, other ministries of education; post-secondary institutions in Alberta, Canada, United States and overseas; and other foreign credential evaluation offices.

## Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Arts		

If other, specify:

Job-specific experience, technical competencies, certification and/or training:

- Strong organizational and time management skills.
- Ability to work independently in a continuously changing environment and within a team.
- The Senior Credential Evaluator requires strong communication, interpersonal skills to establish and maintain effective working relationships with stakeholders, partners and clients.
- A high degree of knowledge and confidence in using technology is required.
- Fluency in English.
- Ability to read French is desirable.
- A minimum of two years full-time experience in evaluation of foreign educational credentials is desirable.
- Post-secondary education.

### Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Creative Problem Solving	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Is open to new ideas and breaks problems down to identify solutions: <ul style="list-style-type: none"> <li>• Breaks down problems into small parts</li> <li>• Constructively questions and challenges the norm</li> <li>• Open to other's perspectives and aware of own</li> <li>• Contributes ideas for improving processes, and adapts existing practice to address problems</li> </ul>	This position will be expected to solve problems through a thorough review of a wide variety of data sources, including offering options that evaluates the alternatives and considers the implications of proposed solutions.
Systems Thinking	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Observes and understands larger impact of role: <ul style="list-style-type: none"> <li>• Sees impact of work on organization; anticipates change in own area based on activities in other areas</li> <li>• Considers how own work impacts others and vice versa</li> <li>• Ask questions to understand broader goals</li> <li>• Aware of how organization adds value for clients and stakeholders</li> </ul>	This position involves a consistent review and analysis of the effectiveness of both policy and communication as it pertains to the teacher certification. It is important to have a confident working knowledge of the policy, legislation and their components.
Agility	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Understands need for change and manages own emotions: <ul style="list-style-type: none"> <li>• Uses common sense and past experience to approach ambiguous</li> </ul>	This position is critical to the teacher certification processes, and supports the process to the best of known and current legislated timelines and

		<p>problems</p> <ul style="list-style-type: none"> <li>• Prevents emotions from affecting others negatively</li> <li>• Looks for information on changes</li> <li>• Open to new ideas and helping co-workers</li> </ul>	<p>goals, while also anticipating and pivoting to alternate plans in response to an ever-changing environment.</p>
Build Collaborative Environments	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works in an open honest manner with colleagues:</p> <ul style="list-style-type: none"> <li>• Creates sharing opportunities</li> <li>• Actively shares, accepts and listens to others</li> <li>• Recognizes conflict, respects and discusses opinions openly</li> <li>• Supports group even to learn from mistakes</li> <li>• Recognizes differing interpretations</li> </ul>	<p>This position works collaboratively with internal and external stakeholders to inform and actively shares information across the department. This position creates opportunities for sharing and interacts with all stakeholders in an open, honest, and non-defensive way. The position also understands, considers, and respects the impacts that differences may have before taking action.</p>
Drive for Results	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Actively sets goals and remains open to advice on reaching them:</p> <ul style="list-style-type: none"> <li>• Sets goals and prioritizes work</li> <li>• Identifies and corrects areas for improvement</li> <li>• Suggests actions; asks for advice when lacking information or multiple priorities</li> <li>• Operates within APS value system</li> </ul>	<p>This position will identify areas of improvement and suggest efficiencies, and implement them as needed. It will also align the work of the unit to the department's business plan, mandate items and adhere to legislated timelines and requirements.</p>

**Benchmarks**

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

023PS60 and 023PS63

## Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date yyyy-mm-dd

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor / Manager Name

\_\_\_\_\_  
Date yyyy-mm-dd

\_\_\_\_\_  
Supervisor / Manager Signature

\_\_\_\_\_  
Director / Executive Director Name

\_\_\_\_\_  
Date yyyy-mm-dd

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Director / Executive Director Signature

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ADM Name

\_\_\_\_\_  
Date yyyy-mm-dd

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ADM Signature