

Update

Ministry

Education

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Director, Res, Devel, Review & Auth

Current Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

The position is now responsible to support implementation of the *Education Amendment Act (2024)* to ensure provincially authorized learning and teaching resources are not only aligned to K-12 curriculum but also reflect provisions in the legislation related to gender identity, sexual orientation, and human sexuality. Job Outcome #3 includes now includes an activity related to this ("Oversee department reviews of learning and teaching resources related to the *Education Amendment Act*").

Responsibilities Removed:

No responsibilities have been removed.

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Executive Director, Learning and Teaching Resources and supporting the implementation of the Ministry's new English and French curriculum, the Director, Resource Development, Review and Authorization is

responsible for the resource review, development, and authorization of Alberta's Kindergarten to Grade 12 education system learning and teaching resources. The Director plays a paramount role in the Curriculum Division and Education Ministry collective goal to implement the new Alberta curriculum. For successful implementation, it is critical that English and French learning and teaching resources are delivered to the education system on time and on budget.

As part of the design, development and implementation of a provincial curriculum English and French learning and teaching resource framework, the Director will lead a team of resource analysts and consultants who specialize in subject areas such as math, social studies, science, physical education/wellness, fine arts, English language arts and literature, French immersion language arts and literature, and French first language arts and literature to develop and implement policies, standards and processes for reviewing current and new resources; development of and authorizing high quality curriculum resources for Alberta teachers and students. This resource curation and management priority is designed to support the selection, development and use of resources in the classroom and alignment of resources to the new curriculum.

Responsibilities

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

- 1. Focused on the delivery of English and French teaching and learning resources to support the piloting and the new curriculum, the Director will lead the review of all new and existing resources to be authorized by the department against new resource guidelines.**
 - Ensure the existing English and French learning and teaching resources collection and newly developed and/or procured resources are in alignment with legislation, curriculum resource standards and guidelines.
 - Lead the development and implementation of the learning and teaching resource collection curation process.
 - Lead the development of processes and accountabilities for ongoing maintenance of the provincially managed teaching and learning resource collections.
 - Lead the development and management of information and data to inform ongoing curation of the recommended and authorized resource collections.
 - Collaborate with internal and external education partners to ensure ongoing relevancy of resource collections.
 - Develop processes based on best practices.
- 2. Maintain the existing Authorized Resource List by subject area in accordance with department standards and practices.**
 - Direct the review the authorized resources by applying the new guidelines to ensure appropriate fit and alignment across the resource collection.
 - Director the addition of additional resources where required to create a comprehensive list.
 - Gather feedback from school authorities during classroom validation to ensure the Authorized Resource List meets the needs of teachers and learners.
- 3. Review and enhance the learning and teaching resource Authorized List in accordance with the new curriculum guidelines.**
 - As new curriculum is developed, lead the review of the existing authorized resource list to determine existing resources that may carry forward and where gaps exist that require additional resources to be developed in-house development or procured.
 - Remove resources that are not in alignment with new guidelines.
 - Oversee department reviews of learning and teaching resources related to the *Education Amendment Act*.
- 4. Develop quality control standards and processes of English and French resources development, review and authorization.**
 - Consult with curriculum development areas to ensure accuracy and curriculum alignment of the learning and teaching resources in accordance with standards, guidelines and legislation.
 - Ensure that all teaching and learning resources reflect the department's commitment to the principles of diversity and inclusion, emerging learning technology and guiding legislation including intellectual property.
 - Support any calls for resources or proposals that includes identification, development, issuance and assessment of calls for resources and/or proposals as required.
- 5. Establish and enhance relationships with education partners/stakeholder organizations involved with and**

impacted by the English and French learning and teaching resources to deliver on the Director's and unit/branch mandate.

- Establish collaborative working relationships to enable education partners/stakeholder input on English and French resource review , custom development and procurement as required.
- 6. Lead and manage the Resource Review and Authorization unit operations to ensure outcomes are delivered in accordance within the required frameworks including timelines, as well as business and operational plans.**
- Prepare responses to inquiries for information including Action Requests.
 - Provide analyses, business cases and briefings to advise decision makers.
 - Provide support and recommendations relating to issues, opportunities and challenges associated with the development and implementation of English and French learning and teaching resources.
 - Contribute to the Learning and Teaching Resources sector/branch management.
 - Provide leadership, direction and staff development to a team of resource consultants.

Problem Solving

Typical problems solved:

- Recognizing the provincial and department impacts of the work of the Resource Development, Review and Authorization unit, the Director will ensure a fair and transparent resource review and authorization process.
- The Director will need to develop processes including those related to quality control and assurance to deliver on the review and authorization of English and French learning and teaching resources.
- Relying on the resource consultants in the Resource Development, Review and Authorization unit, the Director will lead the development of any identified resources in-house and will also make recommendations regarding learning and teaching resources that can be procured.
- The Director is responsible for the project management of making the English and French resources available to students and teachers.

Types of guidance available for problem solving:

- General strategic direction is provided by the Curriculum *Ministerial Order on Student Learning and the Guiding Framework for the Design and Development of the Kindergarten to Grade 12 Provincial Curriculum* and the Executive Director.
- The Director will be expected to plan work activities and to take independent action in controlling the deliverables to be delivered on time and on budget. The Director will have access to Ministry and Government of Alberta processes and standards.
- Curriculum teaching and learning resource delivery precedents may or may not be available that the Director can access and use to formulate the resource and authorization framework.
- The Director will be expected to use their judgment, draw inferences and arrive at conclusions to obtain results expected of the position.
- Resource consultants in the unit will provide the subject matter expertise.

Direct or indirect impacts of decisions:

- The Director will lead the unit/branch that totals 26 employees and integrate functionally related activities of 7 areas of specialization.
- Area of responsibility and outcomes of work are externally focused, directly impacting Albertans in a significant manner. The Kindergarten to Grade 12 system consists of approximately 700,000 students and their parents/guardians, 53,000 teachers in public, separate, Francophone, charter, private/independent and First Nations schools authorities and multiple education partners/stakeholders. The Authorized Resource List and Recommended Resource List are critical components supporting the new curriculum.

Key Relationships

Major stakeholders and purpose of interactions:

- **Deputy Minister, Assistant Deputy Minister, Executive Director:** provide briefings, advice and recommendations.
- **Executive Director:** As a direct report to the Executive Director, work closely with the Executive Director to brief, update on priority timelines and milestones, advise of any slips in the delivery of the Manager's priorities and ask for support and advice as required. The Director will also provide recommendations and advice.
- **Sector/Branch Leadership Team:** As part of the sector/branch leadership team, participate and contribute to the leadership management of the sector/branch and collaborating on projects and human resource related initiatives as required and assigned.

- **Employees:** Mentor, guide, develop and lead in order to plan, manage workload and priorities, coordinate operational requirements and initiatives.
- **Division and Ministry Staff:** Share information and maintain effective working relationships in order to understand and incorporate multiple perspectives into priority work, contribute to various departmental priorities as appropriate, provide recommendations and advice, and exchange information.
- **Education Partners and Stakeholders:** Establish collaborative working relationships to enable their input on resource needs for teachers and learners.
- **Other Canadian Education Ministries:** Establish collaborative working relationships and exchange information.

Required Education, Experience and Technical Competencies

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

If other, specify:

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

- Sound knowledge of Alberta's Kindergarten to Grade 12 education system.
- Sound knowledge of departmental goals and policies that relate to curriculum acquisition, development and implementation including knowledge of performance evaluation models, standards processes and guidelines.
- In-depth knowledge of division decision-making processes and communication and information transmission processes.
- Thorough knowledge of applicable legislation, acts and regulations including the Education Act.
- Strong project management skills and proven experience in planning and guiding projects to completion.
- Policy planning abilities.
- Excellent written and verbal communication skills to articulate concepts, prepare briefings and make presentations to decision makers and stakeholders.
- Demonstrated ability to manage change, influence outcomes and achieve results.
- Proven creativity and entrepreneurial approach.
- Strong decision making abilities.
- Leadership and diplomacy and proven ability to manage sensitive issues.
- Demonstrated ability to develop and maintain excellent working relationships and partnerships with stakeholders, both within and outside the education system and the Alberta public service.
- Sound knowledge of departmental goals and policies that relate to curriculum acquisition, development and implementation including knowledge of performance evaluation models, standards processes and guidelines.

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		
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Takes a long-term view towards organization's objectives and how to achieve them:</p> <ul style="list-style-type: none"> • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions and plans aligned with APS values • Works with others to identify areas for 	<p>Works with diverse representation of internal and external partners to determine effectiveness and efficacy of English and French teaching resources as they translate to use in classrooms that result in updates and management of the resource collections.</p>

		collaboration	
Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> • Engages perspective to seek root causes • Finds ways to improve complex systems • Employs resources from other areas to solve problems • Engages others and encourages debate and idea generation to solve problems while addressing risks 	The Director will develop processes including those related to quality control and assurance to deliver on the review, development, procurement and authorization of English and French learning and teaching resources.
Drive for Results	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction 	The Director is part of the Curriculum division and Ministry collective effort to implement the new Alberta curriculum. In order to implement the new curriculum it is critical that English and French learning and teaching resources are delivered to the education system.
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment 	Leading a team and working within the division and the department, the Director must build collaborative environments to deliver on their mandate. Clear communication and encouraging team members and colleagues to collaborate and commit to the sector's mandate is key given the at times contentious nature of the work. The Director must rely and tap into the available subject matter expertise to make recommendations and decisions.