

New

Ministry

Education

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

EY Prov. Assessment Analyst

Requested 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

Job Purpose and Organizational Context

Why the job exists:

Provincial Assessment develops provincial assessments for students in the early years education (kindergarten, grades 1 to 6, grade 9 and grade 12. Provincial Assessment Sector designs, develops, produces, field tests, and administers Alberta's Provincial Achievement Tests and Diploma Exams; is responsible for the early years literacy and numeracy screening assessment program, and implementing the Canadian Adult Education Credential Program in Alberta and in partnering provinces/territories across Canada.

Provincial Assessment involves teachers from across the province in the development of provincial assessments and their marking. The Sector also collaborates with teams across the department to provide students' results and report on results at the provincial, school authority and school levels to facilitate system improvement.

Position Summary

Reporting to the Early Years Assessment Manager, the Early Years (EY) Provincial Assessment Analyst provides a broad range of analysis and support services to the Provincial Assessment team comprised of management, professional and administrative support staff. This position conducts environmental scans and collects and analyzes data from a variety of internal and external information sources to identify trends, capacity issues, gaps and potential services to inform increased provincial assessment effectiveness and policy. The Provincial Assessment Analyst informs operational and strategic decisions of the branch, sector and department and contributes to identifying opportunities for provincial assessments. This position also supports project management for operations and initiatives led by the branch, including monitoring and analyzing the progress of provincial assessments and implementing provincial programs, policy, priorities and initiatives.

Responsibilities

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

1. The branch and sector management teams are supported in achieving department mandate and goals.
 - Develops briefings and other documents in response to requests from the Deputy Minister and Executive Team, as well as conducts environmental scans, reviews research and provides analysis, speaking and briefing notes, reports, business cases, correspondence, presentations, and other communications materials as required.
 - The analyst participates in sector, division, ministry, cross-ministry and stakeholder committees and working groups to represent sector and branch perspectives and contribute relevant expertise, input and recommendations.
 - The analyst monitors briefings, reports, news releases, newspaper articles, media coverage, and other publications and information sources to identify emerging issues with potential to impact the sector and branch.
2. Decision-makers at the branch, sector, division, and department can rely on review and analysis reports the Provincial Assessment Analyst prepares related to provincial assessments in kindergarten to grade 12 and for the Canadian Adult Education Credential, and compliance with legislation and provincial assessment policy documents.
 - The analyst reviews and analyzes programs and initiatives related to provincial assessments such as literacy and numeracy funding programs, early years assessment programs and provincial achievement tests, and supports results reporting within the framework of provincial assessments.
 - The analyst supports decisions rendered by the Executive Director for requests for reconsideration submitted for diploma exams by students.
 - The analyst reviews and analyzes funding reporting for literacy and numeracy, and annual reporting completed by school authorities for provincial assessments in their annual education results reporting.
 - The analyst reviews and analyzes funding applications for literacy and numeracy screening assessments completed in the early years.
3. Decision-makers at the branch, sector, division, and department can rely on reviews and analysis reports the Provincial Assessment Analyst prepares related to initiatives.
 - The analyst collaborates, compiles and analyzes data collected from ministry, field and public sources; creates summaries and reports; and shares with branch staff to support operations and inform sector, division and department strategic planning and decision-making.
 - The analyst develops, administers, and maintains Provincial Assessment Sector's tracking systems, collects and integrates data from various ministry, government and public databases and information sources such as external engagements to enhance collaboration internally and with school authorities.
 - The analyst collaborates with branch and sector management, professional and administrative staff to establish format, content and creation of provincial assessment initiatives and priorities.
 - The analyst integrates and synthesizes data collected in relation to provincial assessment programs, policies, priorities and initiatives ministry and school authority's progress toward achieving provincial assessment outcomes in programs implemented (e.g., school authority results, trends, metrics, assessment strategies).
 - The analyst identifies gaps in data and collaborates with branch, sector, division and department colleagues to address gaps.
 - The analyst develops Action Request responses, speaking and briefing notes, reports, business cases, correspondence, presentations, and other communications materials.
4. Decision-makers at the branch, sector, division, and department can rely on the environmental scans and associated analyses to identify options and good practice and inform decisions to support the learning and leadership within the department as well as school authorities to implement provincial assessment programs, policies, priorities and initiatives.
 - The analyst performs environmental scans to identify good practices, issues, and potential future directions for implementing provincial assessment programs, policy priorities, and initiatives and other enhancements to the learning and leadership environments of school authorities for matters of provincial assessment.
 - The analyst summarizes and analyzes system intelligence and associated information to develop background materials, briefings, and recommendations for consideration of senior decision-makers.
 - The analyst participates in project teams and provides assistance to pilots and projects focused on reviewing and evaluating school authority provincial assessment results and requirements in support of implementing provincial assessment programs, policies, priorities, and initiatives.
 - The analyst supports the development and use of provincial assessment programs and data in evidence-based decision-making.
5. Projects are coordinated and managed for ongoing work as well as ensuring quality assurance for projects, programs and initiatives related to provincial assessments.
 - Provides policy analysis support in developing operational policies, including providing sector with information on emerging trends and issues that may impact the education system, researching policies, best practices and new theories relating to provincial assessments in the education system, and ensuring relevant Ministry representatives are informed of the research findings.
 - The analyst provides project management services, including planning and defining scope; activity planning and sequencing; resource planning; developing schedules; estimating time; estimating costs and developing

budgets; project tracking and documentation; risk identification, analysis and mitigation; and monitoring and reporting on progress for various provincial assessment initiatives.

- The analyst ensures deadlines are clearly communicated, provides follow-up and reminders to team members as required, and ensures that work is completed in a timely manner and meets high standards.



Problem Solving

Typical problems solved:

This position works in a complex, continually evolving, and action-oriented environment and is relied on to integrate diverse types of data, identify, analyze, evaluate, and recommend opportunities for improvement or initiation.

The sector is responsible for developing and oversight of a standardized provincial assessment program that ensures system accountability. The analyst is key in providing an evidence-informed approach to refining provincial assessment activities.

The sector routinely has responsibility for implementing provincial assessments on a set schedule throughout the school year in the kindergarten to grade 12 education system for 5 administration cycles for over 30 standardized assessments and screening assessments in the early years. The analyst is key in developing and implementing project management to efficiently achieve the outcomes of these new challenges.

Analyst supports strategic planning and provision of stakeholder-focused services within the branch and sector by collecting, analyzing, and reporting on data to identify issues and trends, identify options and implication, and inform decisions regarding provincial assessment programs, policies, priorities and initiatives.

This position displays considerable initiative, creativity, and judgment when identifying, developing and enhancing mechanisms to collect and integrate data, including data from school authorities. The Provincial Assessment Analyst also researches good practices, policies and potential directions for implementing provincial assessment programs, policies, priorities and initiatives.

This position must understand complex relationships and integrate occasionally conflicting perspectives and priorities of internal and external stakeholders. The Provincial Assessment Analyst is expected to develop and maintain effective working relationships with ministry staff and stakeholders to support evidence-based decision making and risk mitigation.

This position exercises sound judgment when collecting and analyzing information; prioritizing project activities to meet deadlines and requirements and coordinating workflows with tight and often concurrent timelines. Decisions outside established policies and guidelines or without clear precedent are discussed with the Early Years Assessment Manager or Provincial Assessment leadership. Demonstrates sound judgment and ensures procedural fairness in completing an analysis on requests for reconsideration submitted to the Executive Director for diploma exams.

Types of guidance available for problem solving:

The Provincial Assessment Analyst works within the parameters of established legislation, frameworks, policies, plans and guidelines. This position provides data collection, analysis and reporting services that contribute to successful oversight and monitoring of provincial assessments, as well as their successful development and implementation. This information is crucial to the Minister and the ministry in meeting goals, as well as determining gaps and opportunities. The Provincial Assessment Analyst receives direction and guidance from the Early Years Assessment Manager or Director who reviews work for the quality of information and recommendations provided, as well as processes followed. The timeliness, accuracy, and relevance of information, analyses and reports provided are critical, and the development of effective relationships with colleagues and stakeholders is essential.

Direct or indirect impacts of decisions:

This position provides data collection, analysis and reporting services that contribute to successful oversight and monitoring of provincial assessments as well as the successful development and implementation of provincial assessment programs, policies, priorities and initiatives. This information is crucial to the Minister and the ministry in meeting goals, as well as determining gaps and opportunities.

The Provincial Assessment Analyst supports strategic planning and provision of stakeholder-focused services within the branch and sector by collecting, analyzing, and reporting on data to determine issues and trends, identifying options and their implications, and informing decisions regarding provincial assessment programs, policies, priorities and initiatives.

Key Relationships

Major stakeholders and purpose of interactions:

- Executive Director - strategic direction and information source.
- Director - strategic and tactical direction, immediate supervisory direction and project assignment.

- Early Years Assessment Manager - regular and ongoing contact, that can include Provincial Assessment staff members, to provide updates, planning and project management; to collect, maintain, and analyze data; develop summaries and recommendations; contribute to issues resolution; and collaborate on initiatives and projects.
- Other Analysts within the sector - share data collection and design solutions, information sources, work on team-based projects.
- Ministry and government staff - exchange information (e.g., innovative and cost-effective mechanisms to assess school authority capacity to implement provincial assessment programs, policies, priorities and initiatives); provide recommendations and advice; participate in working groups; and collaborate on initiatives and projects.
- The Provincial Assessment Analyst develops and maintains collaborative working relationships with colleagues, partners and stakeholders as required.

Required Education, Experience and Technical Competencies

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

If other, specify:

A related degree that demonstrates competencies in research, policy analysis, and reporting.

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

Two years experience supporting business and/or government leaders through conducting e-scans, stakeholder consultations, project management, research and analysis and/or communications activities.

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		
Build Collaborative Environments	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Facilitates open communication and leverages team skill: <ul style="list-style-type: none"> • Leverages skills and knowledge of others • Genuinely values and learns from others • Facilitates open and respectful conflict resolution • Recognizes and appreciates others 	The Provincial Assessment Analyst frequently serves as a member of a team and must be effective in supporting the efficacy of the team.
Creative Problem Solving	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Focuses on continuous improvement and increasing breadth of insight: <ul style="list-style-type: none"> • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make choices 	Engages with supervisor and peers to implement improvements to provide accurate and timely updates for provincial assessment matters.
Agility	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Works in a changing environment and takes initiative to change:	Supports the shifting priorities and practices of provincial assessment

		<ul style="list-style-type: none">• Takes opportunities to improve work processes• Anticipates and adjusts behaviour to change• Remains optimistic, calm and composed in stressful situations• Seeks advice and support to change appropriately• Works creatively within guidelines	programs.
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