

Ministry

Education

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Assessment Specialist, Fr Lit

Current Class

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:

The Assessment Specialist, Elementary French Literacy (K-6), is responsible for the design, development, scoring and reporting processes for the elementary French literacy provincial assessments. These assessments require subject matter expertise to ensure the validity of the elementary French literacy provincial assessments and to also ensure they reflect the appropriate standards and processes. The elementary French literacy provincial assessments include screening assessments like the French PAST, RAN, LeNS and CC3, and/or year-end provincial achievement tests (PATs). In order to develop fair, valid and reliable assessments, this position oversees the development of field test questions each school year. This position will continue to play an integral part in transitioning from paper to digital exams.

The Assessment Specialist, Elementary French Literacy, works with psychometricians in the Analytics Unit to coordinate the communication of results of elementary French literacy provincial assessments, to develop reports, and to provide information on how assessment questions are developed to teachers, school authority administrators, curriculum developers, and field services staff. The Assessment Specialist, Elementary French Literacy, may supervise an interchange participant and lead teams of teachers who are selected for question development, field test reviews, and assessment validation working groups. The Assessment Specialist, Elementary French Literacy, is a cooperating team lead by working closely with the Français langue première et littérature/French Immersion Language Arts and Literature 6 and Français/French Language Arts 9 Provincial Achievement Tests (PATs) Assessment Specialist, in internally reviewing

their respective assessments and supporting each other's work as required to help ensure expertise in French language education as needed to ensure deliverables are met. The Assessment Specialist, Elementary French Literacy, also collaborates with the Assessment Specialists, Early Years and Elementary English Literacy and Grade 6 English Language Arts and Literature PAT, to align French and English assessments, when and where possible.

The position must be well connected with, and a leader to, the francophone and French immersion education community (teachers as well as professors at Alberta post-secondary institutions) to stay informed of the issues, transfer assessment knowledge, and stay apprised of current research in large-scale assessment, including on-line administration of these assessments.

Responsibilities

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

1. Produce high-quality, valid and reliable French elementary provincial assessments to ensure fairness to students by:
 - Developing and confirming assessment standards and blueprints that reflect the curriculum, namely the Français langue première et littérature curriculum as well as the French Immersion Language Arts and Literature curriculum, through collaboration with curriculum colleagues and in consultation with clients, stakeholders, and partners;
 - Collaborating with psychometricians to ensure that psychometric principles and guidelines have been applied to questions on field tests and elementary provincial assessments and to ensure that all development and marking processes meet psychometric principles and guidelines and ensure fairness to students;
 - Participating in technical advisory and validation committee meetings to validate elementary provincial assessments prior to administration;
 - Collaborating with members of the Document Production Unit (e.g. French Desktop Publishers) and members of the French unit (e.g. French editors) to ensure that all print and/or digital field tests, elementary provincial assessments and support documents, such as Information Bulletins, Assessment Standards, and Guides meet standards of quality by Provincial Assessment for document format and language in French;
 - Collaborating with the Special Cases Unit to ensure that documents are provided for conversion to special formats in French as needed;
 - May mentor and supervise an Elementary French Literacy interchange participant in all aspects of the design and development of the elementary French literacy assessments; and
 - Develop and produce high-quality field questions/tests every school year to ensure that enough questions are available to build the required number of elementary French literacy provincial assessments each school year.
2. Collaborate with staff in and from other sectors and branches of the ministry on:
 - Collaborating with the Assessment Specialist for Français langue première et littérature/French Immersion Language and Literature 6 and Français/French Language Arts 9 PATs, the Assessment Specialists for Early Years English Literacy and Numeracy, and the Assessment Specialist for Grade 6 English Language Arts.
 - Collaborating with other subject areas and assessment areas in the sector.
 - Continue to transition elementary French literacy provincial assessments to a digital format;
 - Evolve provincial assessment programs within the context of Alberta developing future programs of study in alignment with *The Guiding Framework for the Design and Development of Kindergarten to Grade 12 Provincial Curriculum (2024)*.
3. Actively work with school authorities and teachers by:
 - Recruiting and training teachers in the construction of field test questions that reflect appropriate assessment standards and design;
 - Building teacher capacity in assessing the curriculum (Français langue première et littérature and French Immersion Language Arts and Literature) by releasing provincial assessment questions and providing support documents that explain the assessment standards;
 - Ensuring data generated from elementary French literacy provincial assessments are accurate as they are

used during annual departmental results reviews and in Alberta Education's Annual Report.

- Providing advice (as required) to teachers, school administrators, and school authority leaders regarding interpretations of elementary French literacy provincial assessment results so that they can be used for school, school authority, and program planning.

Problem Solving

Typical problems solved:

Reporting to the Manager, French Assessment, the Elementary French Literacy Specialist Lead is responsible for the day-to-day operations of developing, implementing and scoring the elementary French literacy provincial assessments.

The Assessment Specialist, Elementary French Literacy, requires extensive knowledge of:

- the French language and its acquisition in a French minority context.
- The specific subjects (French Language Arts/French Immersion Language Arts and Literature, and Français/Français langue première et littérature) and area of responsibility (Literacy), including a thorough knowledge of the Kindergarten and Grades 1-6 curriculum, plus a wide range of expertise in related fields.
- The recognized current theories, principles, and processes for developing, scoring, and reporting the results of large-scale assessment instruments, including extensive knowledge of question development principles, the impact of transitioning from paper to digital exams, and the ability to apply that knowledge to the assessment development process;
- Item analyses and the ability to interpret the information from item analyses to select questions that meet blueprint specifications for inclusion on assessments;
- Current theories of performance-based assessment, including current research and developments in assessment;
- Department goals and policies that relate to large-scale student assessment;
- Structures and policies of school authorities with respect to teachers' participation in such tasks as assessment development and validation;
- The administrative structures and contact persons for school authorities and teacher organizations;
- Information technology capabilities, including emerging applications and technologies for building and administering on-line assessments and for file management, budget management, and question banking.

Leadership or Business Know-How

- Strong decision-making skills and accountability resulting in the creative and innovative development of high quality digital tests for Alberta students as well as students in Alberta Accredited International Schools.
- Strong coordination and leadership skills to carry out work in a complex divisional organization and to chair advisory, development and validation committees.
- The Assessment Specialist, Elementary French Literacy, must exercise leadership when working with teachers and stakeholders.
- Knowledge of Alberta Education's business planning cycle and process is required
- Knowledge and understanding of how this position supports the work of the Manager, Director, Executive Director, Assistant Deputy Minister, Deputy Minister and Minister (e.g. drafting briefing notes in ARTS, completing direct replies and telephone summaries).

Human Relations Skills

- Collaboration and communication skills with teachers and stakeholders to establish valid and reliable assessment standards. This requires close liaison with other professional and support staff in the Provincial Assessment Sector.
- Strong communication skills in daily collaborations with desktop publishers, editors, and artists concerning test and document design and format, as well as psychometricians, systems analysts, translators/editors, and special formats personnel.
- Collaboration and communication skills that contribute to a positive and respectful organizational culture.

Types of guidance available for problem solving:

The Assessment Specialist, Elementary French Literacy, works within a broad framework of policies to manage the assessment development process. The terms of reference include:

- *The Education Act and the Guide to Education, K-12*
- *Provincial Assessment Directive*
- *Principles for Fair Student Assessment Practices for Education in Canada*
- *Freedom of Information and Protection of Privacy Act (FOIP)*
- *The General Information Bulletins (GIBs), such as the Alberta Literacy/Numeracy Screening Assessments GIB.*
- *Ministerial Order on Student Learning*

The Assessment Specialist, Elementary French Literacy, collaborates with a team of early years, PAT and diploma assessment specialists; interchange participants; and psychometricians to ensure the assessments are fair, valid and reliable.

Direct or indirect impacts of decisions:

The Assessment Lead, Elementary French Literacy, provides a significant contribution to the maintenance of high educational standards that ensure fairness to students and to the communication of these standards to stakeholders within the Education system. This is done through the design and development of assessments that reflect the expectations of the curriculum, through accurate and meaningful reporting of the results of the assessments, and through consultation with other branches of Alberta Education and with stakeholders.

The main clients of the Provincial Assessment Sector are students. Students depend on high quality, valid, and reliable diploma exams in contributing to the success of their educational experience. Teachers interpret provincial assessment results to help develop and maintain assessment standards in their classrooms. Jurisdictions use early elementary provincial assessment results to help set targets for student learning improvement and enhanced instruction for students. Post-secondary institutions and the public use their understanding of the provincial assessment results to monitor the standards being set for Alberta students. The quality of provincial assessments may be responsible, in part, for the high standards that Alberta students achieve on national and international tests.

During times of program change and implementation, originality must be exercised by the provincial assessment specialists to design a blueprint and assessments that reflect the standards established by the curriculum in a way that can be communicated clearly to all stakeholders.

Key Relationships

Major stakeholders and purpose of interactions:

Internal:

- Early Years Literacy and Numeracy Assessment Specialists, Français langue première et littérature/ French Immersion Language Arts and Literature/French Language Arts Français/French Language Arts Assessment Specialists (French PAT and French Diploma) in French Assessment Branch; Assessment Specialists in Provincial Achievement Tests Branch and in Diploma Branch; Curriculum Consultants in Curriculum and Career education sector; First Nations, Metis and Inuit Curriculum; and Field Services are frequently contacted to consult and seek feedback on assessments and related support documents.
- System Excellence personnel (psychometricians, document production staff, system analysts and French translation/editing team) require daily interaction to carry out primary business functions.

External:

- Teachers - frequent contact required including email correspondence, ad hoc and regularly scheduled activities to carry out primary business functions.

- Content area experts - for consultation.
- Representatives of academic institutions - for consultation.
- Parents and students - occasional to provide assistance and information.

Required Education, Experience and Technical Competencies

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

If other, specify:

Permanent Alberta Teaching Certificate or Equivalent

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

The successful candidate must have a valid permanent Alberta Teaching Certificate or equivalent and be a subject matter expert in French language acquisition/learning in order to ensure that the elementary French literacy provincial assessments are a fair, valid, and reliable evaluation of child and student knowledge. The successful candidate must have teaching and leadership experience at the school, jurisdictional and/or provincial level. Preference will be given to candidates who have leadership experience or experience with provincial assessment development, marking and scoring.

This position requires knowledge of issues, trends and research in large-scale assessment specifically related to the French language both in francophone and French immersion contexts. The position also requires sound project management skills, organizational skills, the ability to work independently and collaboratively in a team environment and a high level of comfort working in an evolving digital environment.

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 type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Collaborates across functional areas and proactively addresses conflict: <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 	This position requires strong consultation and communication to build and maintain a collaborative and cooperative environment with internal staff, teachers involved with working groups, and key stakeholders.
Agility	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Identifies and manages required change and the associated risks: <ul style="list-style-type: none"> • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and 	This position must recognize the changing landscape of education, anticipate changing priorities, and embrace the challenges presented by working with teachers from across the province. This position must also

		<p>mitigates emotions of others</p> <ul style="list-style-type: none"> • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan 	<p>pro-actively incorporate change into processes as the sector transitions to digital exams.</p>
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 	<p>This position understands the expectations of the French Language Arts/ French Immersion Language Arts and Literature, and Français/ Français langue première et littérature curricula, takes initiative, maximizes resources, engages others, and looks for opportunities during challenging times.</p>
Develop Networks	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Leverages relationships to build input and perspective:</p> <ul style="list-style-type: none"> • Looks broadly to engage stakeholders • Open to perspectives towards long-term goals • Actively seeks input into change initiatives • Maintains stakeholder relationships 	<p>This position must develop networks, establish credibility and build trust with French Immersion and francophone teachers and stakeholders to ensure the Early Elementary French Literacy provincial assessments are fair, valid and reliable.</p>