

Update

Ministry

Education and Childcare

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Manager, Teacher Certification

Current Class

Job Focus

Operations/Program

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or 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

Senior Manager (Zone 2)

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

None

Responsibilities Removed:

None

Job Purpose and Organizational Context

Why the job exists:

The Manager, Teacher Certification leads and manages staff who are responsible for the certification of prospective Alberta teachers in compliance with applicable legislation, regulation, and policies.

Functional areas are broad in knowledge content and specialization and require broad and deep knowledge/experience in multiple areas of staff development, development and application of policy, public administration, issues management and the education sector.

Responsibilities

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

Creating briefings, concept, and research papers, action request responses, consultation and action plans, and draft correspondence for decision for the Assistant Deputy Minister, Deputy Minister, and Minister in a timely and appropriate manner; advice is provided to the Director for issues with implications for the branch, division, and Ministry;

Maintaining current knowledge in educational research, certification practices of comparable professions both within Alberta and across Canada, workforce development to inform and advise on the development and redesign of legislation, regulation, standards, and policies for education professions and occupations;

Conducting comprehensive environmental scans and analyzing current trends and innovations in global best practices of teacher and leadership certification to inform and advise on the development and implementation of Ministry priorities and initiatives;

Influencing both internal and external parties to support common objectives and goals as they relate to education workforce matters, particularly those related to the certificated teaching workforce;

Leading the identification of teacher and leadership certification issues and the evaluation and implementation of potential solutions;

Leading and supporting discussions on Pan-Canadian labour mobility issues in relation to certification decisions and impediments;

Championing change management and operationalization of updated certification practices arising from regulatory and/or policy changes;

Development of internal and external communications that relate to certification of teachers and leaders;

Leading and supporting staff who are responsible for certifying prospective teachers and teacher leaders.

Problem Solving

Typical problems solved:

This position is required to independently and proactively assess current and potential issues within the realm of Alberta teacher and teacher leader certification and associated implications and mitigation strategies.

The role must be able to translate very technical information regarding teacher and leader certification legislation, regulation and practices and convey it to senior leadership in readily understandable form while remaining thorough, accurate and relevant. The manager must be able to understand nuances regarding certification practices for evaluation and expert advice.

This position applies knowledge, skills, and past leadership experience to solve problems and provide advice, particularly in response to emergent issues, inquiries, dispute resolution, change management, and interpretation of current practices, legislation, regulations, and policy; and to the development and implementation of updated teacher and leader certification policies to ensure Department objectives are met.

Types of guidance available for problem solving:

This position operates within broad guidelines provided by government.

Numerous policy frameworks related to teacher and leader certification, workforce development, government procurement, the education sector and public administration are considered. The position works with provincial standards and guidelines as well as the Education Act, Certification of Teachers and Teacher Leaders Regulation, Labour Mobility Act, Labour Relations Act, Fair Registration Practices Act and other regulations and policies of the department. This position is frequently employing innovative approaches to solving complex relational problems.

Direct or indirect impacts of decisions:

Credential assessment decisions may impact an individual's immediate or future employability as a teacher or teacher leader. These decisions also have a direct impact on students, parents, teachers and education stakeholders. The Manager must remain continuously sensitive to the larger political and societal context in which the key departmental objectives are to be achieved. The manager will be responsible for the grants/contracts related to teacher and leadership certification in the branch.

The Manager influences key stakeholders and department and cross-ministry partners in a manner that will improve education for Albertans, including students, parents, teachers and school authorities, while addressing the ongoing challenges of the changing regulatory environment both in Alberta and across the country.

The Manager is responsible for ensuring credential assessment decisions are accurate and based on sound research and adherence to applicable legislation and regulation to ensure only qualified individuals are granted certification, and any denial of certification is defensible in the event of appeal.

Key Relationships

Major stakeholders and purpose of interactions:

Provides direction, reviews work, develops and addresses human resource issues:

- Unit/branch staff

Provides direction, collaboration and influence on diverse projects and initiatives:

- Senior Officials of the ATA, ASBA, AISCA, CASS and other key stakeholder groups
- Teachers, Principals and Superintendents
- Other Ministries - TBF (TEBA), Justice, Advanced Education and Jobs, Economy, Trade and Immigration officials
- Deans and other leaders in post-secondary institutions

Provides policy and strategic advice/recommendations, receive directions:

- Minister (and office of the Minister)
- Deputy Minister (and office of the Deputy Minister)
- Assistant Deputy Minister (and office of the Assistant Deputy Minister)
- Executive Director/Registrar
- Communications

Required Education, Experience and Technical Competencies

Education Level

Bachelor's Degree (4 year)

Focus/Major

Education

2nd Major/Minor if applicable

Public Administration

Designation

Other

If other, specify:

A current Alberta Permanent Professional Certificate in teaching in good standing.

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

Leadership and management experience in the public sector

- Knowledge of program models and current research regarding trends in teacher education and certification, labour relations, workforce development, human resources, adult education, training and development, and relevant legislative policies (e.g. Teaching Quality Standard, Education Act and related regulations, Guide to Education, Post-secondary Learning Act, etc.)

- Knowledge and experience in developing government policy
- Knowledge and experience in supervising staff and in understanding and motivating others to achieve diverse and broad goals
- Demonstrated ability to build effective working relationships with multiple stakeholder groups and cross-ministry officials
- A strong knowledge of the administrative structures of school authorities and community/stakeholder agencies
- Knowledge and experience related to best practices for change management with both internal and external stakeholders
- Budget, contract and project management experience
- In-depth knowledge of teacher and leader certification practices (both in Alberta and across Canada), education labour market and student population issues and trends within the education sector workforce
- Extensive knowledge of contracting process including planning, tendering and selection, negotiating and preparing contracts, monitoring and evaluation

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 collaboration 	<p>The Manager is responsible for taking the leadership role to review and consider emerging attraction, development, engagement, labour relations and certification issues, and to develop appropriate provincial level strategies across ministries and stakeholders that will lead to a stronger Alberta education sector workforce.</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 is responsible for significant programs that have the potential to transform the education sector workforce. Attempting to make changes in an emotionally charged and volatile environment is a major challenge.</p>
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 	<p>The Manager is accountable for planning and implementing improvements in teacher and leadership</p>

		<ul style="list-style-type: none"> • 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 	certification at the provincial level.
Develop Networks	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Leverages relationships to build input and perspective: <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 	The Manager represents the ministry on teacher and leader certification initiatives. The Manager plays a significant role in influencing decisions with external stakeholders, both at the jurisdictional, regional and provincial levels, as well as with colleagues in other ministries.

Benchmarks

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

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	Director / Executive Director Signature
ADM Name	Date yyyy-mm-dd	ADM Signature