

New

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (30 characters)

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:

Reporting to the Director, French Assessment and Canadian Adult Education Credential (CAEC), the Manager of French Assessment provides strategic leadership in the area of translation, development, coordination and deployment of French versions of Provincial Diploma Examinations, Provincial Achievement Tests and Literacy/Numeracy Assessments.

The role of the Manager, French Assessment is expected to:

- a) Lead and coordinate complex projects that ensure the French versions of Provincial Diploma Examinations, Provincial Achievement Tests, and Literacy/Numeracy Assessments are linguistically, psychometrically and culturally equivalent to English versions.
- b) Monitor and update the Director in all areas of the Master Schedule, which defines timelines and deadlines for all exam production right up until administration.
- c) Manage a team and oversee the development and implementation of French Diploma Exams, Provincial Achievement Tests, and Literacy/Numeracy Assessments on the new Digital Assessment Platform in Grade 6,9 and 12.

d) Build strong collaborative relationships with diverse internal and external education partners to lead the development of Diploma Exams, Provincial Achievement Tests, and Literacy/Numeracy Assessments for French Immersion and Francophone students.

e) Supervisory responsibilities for 6 staff.

Responsibilities

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

1) Manage the team responsible for the translation of English Diploma Exams, Provincial Achievement Tests, and Literacy/Numeracy Assessments

- Ensures that French versions are linguistically, psychometrically and culturally equivalent to English versions.
- Provides expertise in French and English to translate all aspects of documents (print and digital audio, written, and digital) to a French equivalent, ensuring that language used is appropriate and terminology is subject specific and in accordance with approved French Programs of Study and textbooks.
- Manages and prioritizes the entire translation process from conception to the delivery of a final print-ready product or web posting.
- Represents Provincial Assessment Sector on Technical Review Committees (TRC) and/or Technical Advisory Committees (TAC) for Diploma Exams (Grade 12), Provincial Achievement Tests (Grades 6 and 9). These committees/working groups, comprised of teachers, validate the exams/tests prior to the final version, and recommend changes to those exams/tests. Makes final decisions on required changes through discussions and consultations.
- Contribute to the formulation of policies, developing programs and/or leading the administration of programs related to French Diploma Exam, Provincial Achievement Tests, and Literacy/Numeracy Assessments.

2) Provides leadership and ensures the Provincial Assessment Sector standards for all assessments and related material is consistent with departmental policies.

- Assists in the development, enhancement and implementation of French translation and editing processes in consultation with Senior Managers and Team Leaders, Examiners and Francophone and French Immersion teachers, including process documentation (e.g., glossaries, style guides, and terminology).
- Manages and Assists in the development of terminology banks in order to standardize translations to ensure consistency and accuracy in translation services.
- Advises the Director, French Assessment and CAEC, of issues related to translation services, and recommend appropriate solutions.
- Ensures timely translation, edits and signs off on numerous documents — 18 subjects across 3 grade levels (6, 9 and 12) and up to five administration sessions throughout each school year to Francophone and French Immersion students. This volume and diversity of work yields the requirement for a document to be translated, reviewed, approved as accurate, and signed off approximately every week.
- Oversees the development of annual Diploma Exams, Provincial Achievement Tests, and Literacy/Numeracy Assessments in consultation with internal and external partners.
- Develops decision briefings, action request responses, consultation and action plans, and draft correspondence for decision for the Director, Executive Director, Assistant Deputy Minister, Deputy Minister and Minister in a timely and appropriate manner. Provides advice to the Director for issues that have implications for the branch, division, and Ministry.

3) Managing human resources related to issues within the team.

- Leading recruitment processes including reviewing worksite staffing needs, analyzing FTE and budget realities and completing staffing requests.
- Contributing to interviews, hiring, and classification decision.
- Leading and managing administrative mechanisms (e.g. meetings, terms of reference, work planning, decisions and evaluation).
- Defining and assigning work duties.
- Ensuring performance management processes such as Performance Excellence are in place.
- Promoting team members' personal growth to meet ongoing and changing needs and challenges.

- Handling employee relations issues and HR concerns in accordance with accepted HR practices including performance, staff professional conduct and code of ethics concerns.

Problem Solving

Typical problems solved:

This position requires considerable critical and analytical skills along with project management skills to delivery key deliverables related to French Diploma Exams, French Provincial Achievement Tests, and Literacy/Numeracy Assessments.

Leadership or Business Know-How

- Strong decision-making skills and accountability resulting in the development of policy to support the French Assessments for Diploma Exam, Provincial Achievement tests, and Literacy/Numeracy Assessments;
- Strong coordination and leadership skills to carry out work in a complex divisional organization;
- Knowledge of Alberta Education's business planning cycle and process is required
- Knowledge and understanding of how this position supports the work of the 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

- Strong communication skills in daily collaborations with colleagues and direct reports within the branch and the Provincial Assessment sector;
- Collaboration and communication skills that contribute to a positive and respectful organizational culture.
- Must coordinate and communicate with other areas within Provincial Assessment ensure timelines are adhered to to ensure exams are created in time for provincial administration dates.

Types of guidance available for problem solving:

- This position works with considerable independence, however, the Manager will be supervising and supporting a team of experienced translators and previous versions of exams/tests are available for comparison. Reference documents are also available to facilitate formatting.
- The Director provides general guidance, reviewing work for the quality of results and outcomes delivered. Matter with potential for significant impact on business operations or resource allocations are discussed with the Director

The Manager, of French Assessment works within a broad framework of policies to manage the mandated policy. The terms of reference include:

- *The Education Act and the Guide to Education, K-12*
- *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 Literacy/Numeracy GIB and Provincial Achievement Testing GIB.*
- *Ministerial Order on Student Learning*

Direct or indirect impacts of decisions:

The Manager 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 development high quality Diploma Exams, Provincial Achievement tests and Literacy/Numeracy assessments. This role is crucial in ensuring that Immersion/Francophone students are not placed at and disadvantage when completing Diploma Exams, Provincial Achievement tests and Literacy/Numeracy assessments

The main clients of the Provincial Assessment Sector are students and adult learners. Jurisdictions use Diploma Exams, Provincial Achievement tests and Literacy/Numeracy assessments results to improve student intervention mechanisms and enhance instruction for students.

Key Relationships

Major stakeholders and purpose of interactions:

Provides direction, reviews work, addresses issues within Unit/branch staff.

Collaborates to address issues, gain and share information:

- Field Services
- Finance
- Curriculum
- Exam Administration

Provides support and a point of contact for:

- All teachers offering Francophone programs in grades 6, 9 and 12 in Alberta, and can include Francophone teachers administering Alberta's French language assessments in the Northwest Territories and Nunavut.
- All teachers of French as a second language immersion, distance education and Francophone in grades 6, 9 and 12.
- Parents and public interested in any of Alberta's K-12 French language programs and services

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 (and the office of the Executive Director)

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:

Alberta Permanent Professional Certificate in Teaching

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

- The French Assessment Manager requires knowledge and understanding of:**
- government and Ministry strategic directions and goals, particularly as they relate to the division;
 - business plans, core business areas, and organization structures of the Ministry;
 - applicable legislation, regulations, policies and guidelines (e.g. *Freedom of Information and Protection of Privacy Act*, *The Education Act* and the *Guide to Education K-12 etc.*)
 - mandate, strategic directions, and priorities of the Branch, Sector, and Division;
 - education stakeholders impacted by the provincial education system and Ministry responsibilities;

This position requires demonstrated knowledge, skills and abilities in:

- fluency in reading, writing, speaking and understanding French;
- experience in teaching French immersion or Francais;
- interpersonal and relationship management;
- written and verbal communication;
- research, analytical, and problem solving;
- project planning and coordination;
- time management, including ability to adapt to change, multi-task, and prioritize multiple responsibilities;
- attention to detail and ability to maintain high level of ownership and accuracy in relation to work; and
- commitment to client service, teamwork, innovation, and continuous improvement.

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	This position requires strong consultation and communication to build

		<p>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 	<p>and maintain a collaborative and cooperative environment with internal staff, school authority leaders, and key stakeholders.</p>
Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Works in open teams to share ideas and process issues:</p> <ul style="list-style-type: none"> • Uses wide range of techniques to break down problems • Allows others to think creatively and voice ideas • Brings the right people together to solve issues • Identifies new solutions for the organization 	<p>The Manager is accountable for planning and implementing policy for Diploma Exams, Provincial Achievement tests, and CAEC Assessments</p>
Agility	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan 	<p>Leads the development of dynamic and responsive processes and support documents. Identifies opportunities for continuous improvement of learning and teaching resources processes.</p>
Drive for Results	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Works to remove barriers to outcomes, sticking to principles:</p> <ul style="list-style-type: none"> • Forecasts and proactively addresses project challenges • Removes barriers to collaboration and achievement of outcomes • Upholds principles and confronts problems 	<p>This position understands the expectations of the French Assessment and CAEC mandates, takes initiative, maximizes resources, engages others, and looks for opportunities during challenging times.</p>

		directly • Considers complex factors and aligns solutions with broader organization mission	
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