

Update

Ministry

[Education](#)

Describe: Basic Job Details

Position

Position Number

Working Title (30 characters)

[Manager, OLEP](#)

Current Class

Job Focus

Supervisory Level

Business Unit

Dept ID

Program Code

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

☐ Current organizational chart attached?

Supervisor's Position Number

Supervisor's Working Title (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, Intergovernmental Relations Branch, the Manager, OLEP incumbent provides strategic direction and advice on Alberta Education's official languages in education programs (OLEP), while managing three pan-Canadian and one provincial program in Alberta, and managing approximately \$16 million federal dollars Alberta receives annually. The position is also responsible for working closely with ministries across the Government of Alberta, provincial education partners, the federal, provincial and territorial governments, as well as the Council of Ministers of Education, Canada (CMEC) Secretariat to continuously evaluate and improve OLEP in Alberta. The incumbent works closely with provincial education stakeholders to provide and clarify information to ensure transparent communication and clear direction on Education positions and policies related to the official languages in education programs in Alberta.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities ([sample policy research job](#)):

[The incumbent will be responsible for:](#)

1) Building and maintaining trusting relationships with federal-provincial/territorial government staff and provincial educational partners to foster innovative solutions that address issues and gaps in the provision of francophone education and French second-language instruction in Alberta.

- 2) Managing the three pan-Canadian official language programs (Odyssey, Explore, Destination Clic).
 - represent Alberta in pan-Canadian committees to continuously enhance and promote the programs.
 - develop policies for each program.
 - promote the programs across Alberta, while working with students, parents, teachers, and postsecondary institutions to encourage participation.
 - administer the programs in Alberta and work with stakeholders to troubleshoot any issues that arise.
 - manage federal funding provided to Alberta through the Council of Ministers of Education, Canada (CMEC) Secretariat to support these programs.
 - provide report backs to the CMEC Secretariat to identify how federal funding was expended in Alberta.
- 3) Managing the Individual Teacher Bursary program
 - assist in the development of policies related to the program for Alberta teachers and communicate these policies in a clear and consistent manner to provincial educational partners.
 - promote the program to Alberta certified teachers.
 - ensure all applicants meet provincial criteria for reimbursement.
- 4) Managing annual (regular) and complementary (application-based) federal funding
 - work with Education provincial partners through the OLEP Provincial Advisory Committee (PAC) to develop policies for the use of federal funding (regular)
 - work directly with provincial education partners and PAC to develop Alberta applications to meet federal criteria in the annual calls for proposals from the federal government related to: 1) infrastructure for francophone minority-language education; 2) francophone and French language teacher recruitment and retention; and 3) complementary projects
- 5) Supporting negotiations with the federal government on the *Protocol for Agreements for Minority-Language Education and Second-Language Instruction* and *Canada-Alberta Agreement for Minority-Language Education and Second-Language Instruction*
 - identify intergovernmental principles for inclusion in intergovernmental agreements.
 - identify scenarios for appropriate distribution of federal funding to provinces and territories.
 - represent Alberta on federal-provincial/territorial and provincial/territorial committees related to negotiations of the protocol.
- 6) Directly supervise four staff members
 - manage their day-to-day activities, professional development, and applicable work-related issues.

Problem Solving

Typical problems solved:

The incumbent is responsible for the day-to-day operations of OLEP and OLEP funding in Alberta, as well as identifying opportunities for advancing OLEP across the province. The incumbent will also be responsible for identifying key principles for inclusion in OLEP work, such as court rulings and federal announcements that impact OLEP.

Types of guidance available for problem solving:

Guidance available include legal review and impact of court rulings and cross-departmental and provincial/territorial discussions on the impact to OLEP in our respective jurisdictions.

Direct or indirect impacts of decisions:

Direct impacts include stakeholder relationships, however, could also have an impact on current court proceedings or past court rulings with impacts that have yet to be determined.

Key Relationships

Major stakeholders and purpose of interactions:

Major stakeholders include federal-provincial/governments for the purposes of negotiations and principle development. Other stakeholders include GOA ministries to identify GOA impacts and collaborative approaches of federal announcements and court rulings. Other stakeholders include francophone regional authorities, school authorities and independent/charter schools that offer French as a second language

programming, and educational partners to identify possible projects for additional federal funding.

Required Education, Experience and Technical Competencies

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

If other, specify:

Education

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

The incumbent should be knowledgeable of OLEP in Alberta, of provincial legislation and policies that impact and direct francophone education and French second-language in the province, and be able to approach issues with assessment of impacts to francophone education and French second-language programming in Alberta.
It is essential the incumbent be able to communicate in English and French in both written and oral form.

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 	
Creative Problem Solving	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <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 	
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Takes and delegates responsibility for outcomes:	

		<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 	
Build Collaborative Environments	○ ○ ○ ● ○	<p>Involves a wide group of stakeholders when working on outcomes:</p> <ul style="list-style-type: none"> • Involves stakeholders and shares resources • Positively resolves conflict through coaching and facilitated discussion • Uses enthusiasm to motivate and guide others • Acknowledges and works with diverse perspectives for achieving outcomes 	
Develop Self and Others	○ ○ ● ○ ○	<p>Plans according to career goals and regular development:</p> <ul style="list-style-type: none"> • Aligns personal goals with career goals • Leverages strengths; attempts stretch goals • Provides feedback and openly discusses team performance • Values team diversity, and supports personal development 	