

Update

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (30 characters)

Current 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**Changes Since Last Reviewed**

Date yyyy-mm-dd

Responsibilities Added:

Leads the development of Teacher and Teacher Leader discipline documents for Minister's decisions in teacher and teacher leader discipline matters.

- The Manager is responsible for developing briefing notes and materials to inform/advise Minister decisions and associated notification documents.
- The Manager reviews and analyzes hearing and appeal panel decisions and any related documents to prepare documents for Minister decision.

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

This position supervises two Practice Assurance Advisors, and provides support to the Associate Registrar/Director and Registrar/Executive Director of Teaching and Leadership Excellence. The Manager is part of the management cohort within Teaching and Leadership Excellence, and is relied upon for their leadership and ability to deliver projects and key Ministry priorities and their experience and knowledge in the early childhood to grade 12 education system.

The Manager is responsible for unique items such as document preparation for Minister decision related to teacher/teacher leader discipline process, on-line registry management, ATA elections, and board of reference appeals. The position works collaboratively with other branches within Teaching and Leadership Excellence on matters such as applications for teacher certification, and research and development of policies and legislation related to Teaching and Leadership Excellence.

Responsibilities

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

Reviews and provides recommendations on Online Registry Exemption Requests

- Manager is responsible for reviewing Online Registry Exemption Request for validity and completeness, communicating with the applicant as required.
- Manager will make a recommendation to the Registrar on whether an exemption ought to be granted.
- Manager will communicate the decision to the applicant and ensure that the Online Registry reflects the Registrar's decision. Manager will also ensure that exemptions are tracked and recorded, with information easily accessible for reporting as required.

Provides leadership and analysis on investigative findings for applicants applying for teacher certification as required.

- Making decisions and preparing recommendations for the Associate Registrar/Director and Registrar/Executive Director's consideration to issue or not issue a teaching or leadership certificate to individuals applying for certification from within Alberta, Canada and internationally to ensure applicants are suitable to hold a certificate of practice in Alberta and are deemed to be a fit and proper person who can be entrusted with the care and custody of minors in Alberta's early childhood to grade 12 education system.

Leads the development of Teacher and Teacher Leader discipline documents for Minister's decisions in teacher and teacher leader discipline matters.

- The Manager is responsible for developing briefing notes and materials to inform/advise Minister decisions and associated notification documents.
- The Manager reviews and analyzes hearing and appeal panel decisions and any related documents to prepare documents for Minister decision.

Reviews and provides recommendations on Alberta Teachers' Association (ATA) elections

- Teachers carrying out central office administrative functions for a school board may choose to no longer remain active members of the ATA. Further, teacher leaders who have a regulated membership in the College of Alberta Superintendents (CASS) are only permitted to have an inactive membership in the ATA.
- The Manager will review ATA election requests, provide a recommendation to the Registrar, and respond to the applicant and the ATA as required.

As a member of the Teaching and Leadership Excellence Team team, contribute to the Division's success by promoting and implementing strategies to effect and support teacher and leadership excellence in Alberta's education system. This is accomplished by:

- Sharing learning regarding the process of embedding accountability and responsibility for ensuring system excellence thinking into developing, assessing and measuring ministry policies, practices and legislation.

- Sharing research relative to best practices and application to policy development.
- Sharing information regarding trends, societal changes, pressures and issues regarding teaching and leadership excellence, including workforce development.
- Researching inquiries from the public, pan-Canadian questions, including responding to action requests.
- Participate in Office of the Registrar policy and legislative reviews.
- Provides environmental scans, literature reviews and information, and research support and analysis for evidence-based policy development and management decisions.
- The position assists in the development and implementation of the operational and strategic planning for the Office of the Registrar Branch and Teaching and Leadership Excellence Sector based on the Ministry Business Plan and Performance Management processes.
- The position provides supports in the development and implementation of legislation and policies for professional discipline matters involving Alberta certificated teachers and leaders through the Education Act-Practice Review of Teachers and Teacher Leaders Regulation; Certification of Teachers and Teacher Leaders Regulation; Teaching Profession Act; standards of professional practice (Teaching Quality Standard, Leadership Quality Standard and Superintendent Leadership Quality Standard) and related policies (Teacher Growth, Supervision and Evaluation Policy).
- The position provides leadership and support in provincial level expertise in responding to inquiries from employing school authorities and stakeholders building understanding of their legislated obligations to ensure greater accountability for safety and well-being of Alberta students in the early childhood to grade 12 education system.
- This position provides leadership and support in developing and presenting information sessions and workshops, for internal and external stakeholders, to build knowledge and understanding of Ministry policies and objectives.
- Support the Registrar/Executive Director and Associate Registrar/Director's interests on pan-Canadian initiatives related to teacher certification and discipline matters through the Registrars for Teacher Certification Committee (RTCC), established through the Council of Ministers of Education Canada (CMEC).

Problem Solving

Typical problems solved:

Analyzing and evaluating existing legislation and related operational procedures to determine effectiveness and areas of improvement in the Teaching and Leadership Excellence sector.

Researching, analyzing, and incorporating (into an Alberta context) new initiatives and best practices leading to greater accountability and efficiencies in the early childhood to grade 12 education system.

Types of guidance available for problem solving:

Ongoing contact with senior officials of external stakeholder organizations, such as superintendents and deputy/associate superintendents in employing school authorities to provide recommendations and advice.

Remaining continuously sensitive to the larger political and societal context in which key departmental objectives of responsiveness, flexibility, and collaboration are to be achieved.

Using well-developed mediation, negotiation, and consensus building techniques while dealing with groups having varied and often, conflicting requirements, perspectives and priorities.

Relying upon knowledge, skills, and past experience to solve problems and provide advice.

Director of the Office of the Registrar and Executive Director of Teaching and Leadership Excellence sector, as well as department colleagues are available for consultation and advice as required.

Direct or indirect impacts of decisions:

The position also plays an important role in assisting with the development, interpretation and implementation of education-related legislation, regulations and policies and ministry programs and initiatives related to teacher and teacher leader workforce development, ATA elections, Online Registry, and teacher certification matters impacting over 125 000 Alberta certificated teachers and teacher leaders across Alberta.

The work of this position also supports in providing recommendations to the Minister of Education, to assist in reaching decisions related to the Teaching and Leadership Excellence sector, which may impact the practice for over 46 000 teachers in Alberta.

Key Relationships

Major stakeholders and purpose of interactions:

Internal

Contact with Branch Director and other staff. The frequency of contact is on a regular daily basis. The nature and purpose of this contact is to ensure branch work is of high quality and completed within established schedules. Relationships with others result in high satisfaction with information, services, and documentation provided.

Contact with Executive Director/Registrar, division managers, directors, support staff and senior department staff. The frequency of contact is on a daily/weekly basis or as required for senior department staff. The nature and purpose of this contact is to ensure collaborative working relationships result in enhanced efficiency and ability to solve problems and initiate and complete projects. Contact is also specific and assists in completion of tasks.

Contact with staff in other government departments. The frequency of contact is on-going or as required. The nature and purpose of the contact is to establish and maintain collaborative working relationships to achieve common goals and information sharing is enhanced.

External

Contact with senior staff in Alberta school authorities; education stakeholders, and serving on sub-committees established under the pan-Canadian Registrars for Teacher Certification Committee that falls under the Council of Ministers of Education Canada. The frequency of contact is on-going and as required. The nature and purpose of the contact is to increase awareness, and understanding of provincial legislation and policies related to teacher and leader discipline matters and handling of complaints by the Office of the Registrar at Alberta Education; and working on targeted initiatives when required.

Contact with parents and members of the public. The frequency of contact is on-going and as required. The nature and purpose of the contact is to increase awareness, understanding, and satisfaction.

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:

Education or related field such as public administration

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

- An Alberta *Permanent Professional Certificate* in teaching is preferred; additionally, a *Leadership Certificate* is an asset.
- Teaching experience in Alberta is preferred.
- At least 3 years of leadership experience.
- Knowledge of the early education childhood to grade 12 education system in Alberta either in a school,

or central office in a school authority is an asset.

- Experience in the Department of Education in a leadership management role is an asset.
- Knowledge and preferred experience in strategic planning; legislative and policy implementation.
- Ability to build productive relationships within Ministry, across GoA and with external education stakeholders.
- Ability to lead and manage a variety of internal and external processes and projects with a focus on advancing the ministry's priorities and strategic objectives for matters of professional discipline for teachers and leaders.
- Knowledge and experience of legislation (*Education Act*) and related policies (*Teacher Growth, Supervision and Evaluation Policy and the Code of Professional Conduct*) that impact teaching and leadership practices in the early childhood to grade 12 education system.
- Ability to analyze complex issues, synthesize findings into valid and credible recommendations identify options or courses of action to address the issues, set priorities and carry out work-related responsibilities efficiently and effectively.
- Dispute and conflict resolution skills to diffuse emotionally charged situations using negotiation and mediation skills in a calm and composed manner.
- Knowledge of GoA, Ministry strategic and business plans, Division and Branch operational plans related to carrying out objectives and direction as set by the Director.
- High degree of skill in problem solving, relationship building and decision writing, combined with strong analytical skills to define complex and diverse problems, develop appropriate actions for consideration and recommend policy and operational procedure changes and ensure best practices are linked to long term goals and strategies in the Teaching and Leadership Excellence sector.
- Thorough understanding of the organization and structure of education in the early childhood to grade 12 education system and an Alberta certificated teacher and teacher leader's professional obligations in being employed in this system.
- Ability to consult, coordinate, problem-solve and synthesize in a work climate of rapid change and independence with conceptual and analytical focus.
- Leadership experience in developing and implementing policies, regulations and statutes (*Education Act, Professional Conduct and Competency for Teachers and Teacher Leaders Regulation and Certification of Teachers and Teacher Leaders Regulation*).
- Interprets complex legislation and legal advice including court rulings and determine impact.
- Ability to identify politically and time sensitive issues.
- Superior written and verbal communication skills to develop and present recommendations, proposals, and plans to senior decision-makers and stakeholders and communicate complex concepts to diverse audiences; including the ability to clearly convey ideas and the ability to actively listen to others.
- Ability to deal effectively with a wide variety of professionals, community sectors, groups and individuals.
- Ability to lead as well as be a team member.
- Ability to provide effective cover off, of branch operations in the absence of the Director when required.
- Highly developed interpersonal skills to work with a variety of groups and individuals; with strong speaking and facilitation skills.
- Effective organizational skills.
- Ability to understand, anticipate and be responsive to the needs/expectations of internal and external

clients.

- Ability to set boundaries and convey neutrality with parties requesting assistance.

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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Considers inter-relationships and emerging trends to attain goals:</p> <ul style="list-style-type: none"> • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences 	Ability to deal effectively with a wide variety of professionals, community sectors, groups and individuals. Example: Exemption requests to the Online Teacher/Teacher Leader Registry.
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 	High degree of skill in problem solving, relationship building and decision writing, combined with strong analytical skills to define complex and diverse problems, develop appropriate actions for consideration and recommend policy and operational procedure changes and ensure best practices are linked to long term goals and strategies in the Teaching and Leadership Excellence Sector. Researching, analyzing, and incorporating (into an Alberta context) new initiatives and best practices leading to greater accountability and efficiencies in addressing matters in the Teaching and Leadership Excellence sector.

<p>Drive for Results</p>	<p><input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></p>	<p>Works to exceed goals and partner with others to achieve objectives:</p> <ul style="list-style-type: none"> • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations 	<p>Providing leadership and support to a team of Practice Assurance Officers. Provides leadership and support in developing and presenting information sessions and workshops, for internal and external stakeholders, to build knowledge and understanding of matters related to the Teaching and Leadership Excellence Sector.</p>
<p>Agility</p>	<p><input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></p>	<p>Works in a changing environment and takes initiative to change:</p> <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 	<p>Provides leadership and support in provincial level expertise in responding to inquiries from employing school authorities and stakeholders building understanding of their legislated obligations.</p>