

## Update

Ministry

Education

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

Desktop Publisher

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

2024-11-29

Responsibilities Added:

Added Early Years Literacy/Numeracy assessments and Canadian Adult Educational Credential, and clarified the transition from print to digital assessment.

Responsibilities Removed:

Removed Grade 3 SLA assessments.

#### Job Purpose and Organizational Context

Why the job exists:

Reporting to the Manager, Document Production and Design, the Desktop Publisher-Artist is key to ensuring that the formats of provincial assessments, including Diploma Exams, Provincial Achievement Tests (PATs), Early Years Numeracy and Literacy assessments, the Canadian Adult Educational Credential, field tests, and other documents are consistent and follow Provincial Assessment Sector standards, which recognize that different grade levels have different

needs. Currently the majority of provincial assessments are administered using a paper format, but increasingly they are being offered to students in a digital format. The Desktop Publisher-Artist will be a key resource to ensure that provincial assessments are accurately presented to students in both paper and digital formats, and will work with new technologies to manage the development of assessments.

The Desktop Publisher-Artist also builds and revises other documents, such as information bulletins, student guides, data booklets, etc. The employee in addition maintains a record with statistics from field-tested questions along with student comments and responses from field tests. The Desktop Publisher-Artist must meet very tight deadlines and maintain both the security and the quality of electronic and paper versions of secure provincial assessments. The Desktop Publisher-Artist must work well both independently and as a team member, interacting on a regular basis with editors, other desktop publishers, test/exam managers, examiners, and other staff. Duties also include helping to troubleshoot and using the more advanced features of programs such as Illustrator, Photoshop, InDesign, Exam Builder, and the Provincial Assessment Authoring tool, coding manually in HTML when necessary. The emphasis is on client focus, creativity, communication, strategic thinking, teamwork, innovation, and initiative.

## Responsibilities

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

**1.** Preparing assessment documents for administration, and support documents to support the administration and writing of assessments by:

- Consulting with the task's originator to capture all pertinent information required to create or update documents
- Utilizing graphics software (Adobe InDesign) to integrate and arrange supplied text, graphic elements, and artwork into page layouts per established standards for each document type, assessment type, grade, and subject
- Utilizing the online assessment tool to assemble assessment content for online administration and add interactive features, response options, and audio files per established standards for each assessment type, grade, and subject/course
- Optimizing documents for commercial or in-house printers, online administration, and/or posting on [alberta.ca/education](http://alberta.ca/education) or [new.learnalberta.ca](http://new.learnalberta.ca)
- Meticulously reviewing all documents for errors and omissions throughout the content development process, and troubleshooting technical problems that arise during production to ensure accuracy and quality
- Providing intermediary version(s) of documents for internal review and revising content as necessary
- Ensuring copyright-protected content is properly presented and credited per the usage agreement with the rights holder
- Applying the Government of Alberta visual identity system to design work to ensure government communications are consistent and can be immediately recognized by the public
- Developing design standards for new assessment and item types while maintaining standards according to the Assessment Style Guide

**2.** Preparing artwork to visualize facts, concepts, processes, procedures, and principles in assessments, support documents, and other materials by:

- Consulting with the task's originator to capture all pertinent information required to create or update art
- Determining the appropriate format, composition, colours, and typographic treatment to achieve the specific communication objective(s) of the artwork
- Utilizing graphics software to build and/or revise artwork, specifically Adobe Illustrator
- Conducting research to ensure that graphic representations are accurately depicted
- Optimizing artwork for presentation in print and online
- Meticulously reviewing all artwork for errors and omissions throughout the content development process, and troubleshooting technical problems that arise during production to ensure accuracy and quality
- Providing intermediary version(s) of artwork for internal review and revising content as necessary
- Ensuring copyright-protected imagery is properly presented and credited per the usage agreement with the rights holder
- Searching online image collections to select and purchase royalty-free stock imagery

**3.** Supporting Provincial Assessment, Exam Administration, and Document Production and Design operations by:

- Working with the Manager, Document Production and Design, to establish work priorities and schedules, and track progress to ensure completion of deliverables
- Organizing, storing, and maintaining reliable electronic files for tracking, access, and retrieval
- Ensuring all secure documents are handled following assessment directives and data and information security guidelines
- Staying aware of and up to date on new releases of software
- Developing instruction materials and/or delivering in person or online training to staff on content standards, production techniques, and advanced software features
- Participating in review and revision of Document Production Unit processes and procedures

**4. Developing, enhancing, and maintaining the online assessment capabilities by:**

- Defining and updating scenarios and rules for automation and digital asset management in the online assessment tool
- Working with colleagues to establish and maintain content and technical standards, procedures, and processes for creating optimized digital files and authoring online assessments that meet the delivery requirements for each assessment type, grade, and subject/course
- Troubleshooting problems experienced by colleagues during online authoring or administration
- Analyzing online content to identify where optimization can be improved
- Ensuring online assessments are in the production environment by the scheduled administration date

**5. Duties as assigned. Ability to work in French and English is an asset.**

**Problem Solving**

Typical problems solved:

The Desktop Publisher-Artist must be able to liaise with technical support staff, editors, art staff, Provincial Assessment senior managers, and examiners to address their desktop publishing needs in keeping with established standards for formatting documents.

In matters related to processes, hardware, software, or document formatting/layout, the Desktop Publisher-Artist must possess the creativity and skills related to teamwork, communication, critical thinking, and analytical thinking to identify problems related to layout, formatting, function, and design. The Desktop Publisher-Artist must be able to analyze causes, and propose and implement solutions in cooperation with other staff.

The Desktop Publisher-Artist must also be able to work within multiple technology environments, including Adobe Creative Cloud, Microsoft Office, the Provincial Assessment Authoring tool, and related technologies, as well as legacy online-testing systems and must possess the skills to troubleshoot as required.

Types of guidance available for problem solving:

The Desktop Publisher-Artist can connect with their colleagues in Document Production; other Desktop Publishers and Artists, as well as the Document Production manager, for problem solving within the area of desktop publishing and day-to-day tasks.

Colleagues in HR, Admin, and IT support are all resources for issues related to hardware/software, 1GX knowledge and help, individual job information, and other Human Resources issues.

Direct or indirect impacts of decisions:

Alberta students in Grades 6 and 9 write Provincial Achievement Tests, while Kindergarten - Grade 3 students write Early Years Numeracy and Literacy Assessments and Grade 12 students write Diploma Exams. Stakeholders -- including teachers, Education Ministry staff, post-secondary institutions, potential employers, and above all students -- depend on the high quality of these assessments, with performance on Diploma Exams greatly influencing the academic and career prospects of those writing them. All provincial assessment documents must adhere to presentation standards and be error-free in both form and content. These requirements put a great deal of responsibility on the desktop publishing team to prevent errors while meeting very demanding deadlines.

## Key Relationships

Major stakeholders and purpose of interactions:

The Desktop Publisher-Artist has direct contact with editors and with each other, to troubleshoot problems, answer questions, and proofread documents for correct formatting before transferring them to editors.

To ensure documents are created correctly, Desktop Publishers have direct contact with the examination managers and examiners who create documents, and with the graphic art staff who create the art files used in Provincial Assessment Sector documents.

To ensure deadlines are met, the Desktop Publisher-Artist has direct contact with the Project and Print Coordinator, the Rights and Permissions Coordinator, the Manager of Document Production and Design, the various unit Directors, and other Alberta Education staff involved in assessment.

The Desktop Publisher-Artist also has regular contact with IT support staff, systems analysts, and others providing technical software and hardware support.

## Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Diploma (2 year)	Arts	Other	

If other, specify:

Experience with graphic arts, illustration, HTML, computer science, coding, multimedia.

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

Equivalency: Directly related education or experience considered on the basis of: 1 year of education for 1 year of experience; or 1 year of experience for 1 year of education.

## 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		
Creative Problem Solving	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Is open to new ideas and breaks problems down to identify solutions: <ul style="list-style-type: none"> <li>• Breaks down problems into small parts</li> <li>• Constructively questions and challenges the norm</li> <li>• Open to other's perspectives and aware of own</li> <li>• Contributes ideas for improving processes, and adapts existing practice to address problems</li> </ul>	
Build Collaborative Environments	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Works in an open honest manner with colleagues: <ul style="list-style-type: none"> <li>• Creates sharing opportunities</li> <li>• Actively shares, accepts and listens to others</li> <li>• Recognizes conflict, respects and discusses opinions openly</li> <li>• Supports group even to</li> </ul>	

		<p>learn from mistakes</p> <ul style="list-style-type: none"> <li>• Recognizes differing interpretations</li> </ul>	
Drive for Results	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works to exceed goals and partner with others to achieve objectives:</p> <ul style="list-style-type: none"> <li>• Plans based on past experience</li> <li>• Holds self and others responsible for results</li> <li>• Partners with groups to achieve outcomes</li> <li>• Aims to exceed expectations</li> </ul>	
Agility	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> <li>• Takes opportunities to improve work processes</li> <li>• Anticipates and adjusts behaviour to change</li> <li>• Remains optimistic, calm and composed in stressful situations</li> <li>• Seeks advice and support to change appropriately</li> <li>• Works creatively within guidelines</li> </ul>	