

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:

The Education (Reforming Teacher Profession Discipline) Amendment Act creates the Alberta Teaching Profession Commission and appoints an arm's length commissioner to oversee teacher and teacher leader conduct and competency complaints for the profession. This process will apply equally to all teacher and teacher leaders under the *Education Act*.

The Commission will oversee a new model for teacher and teacher leader professionalism and disciplinary matters that will bring Alberta in line with best practices used in comparable provinces and other regulated professions. The new Commission will further protect students and enhance accountability and transparency for disciplinary matters.

The Investigator provides public assurance to Alberta's K to 12 education system by conducting investigations related to complaints of alleged unprofessional conduct and professional incompetence against Alberta certificated teachers and teacher leaders.

This position operates at an independent level in terms of knowledge of relevant legislation, investigative skills and experience. Investigations are conducted in a fair, transparent manner with a high degree of accountability and autonomy. Complaints of alleged unprofessional conduct may relate to criminal convictions such as a summary of indictable offenses involving the Criminal Code of Canada. Investigations

may require cooperation across provincial, national, and international jurisdictions.

Provincial legislation (*Practice Review of Teachers and Teacher Leaders Regulation*) sets the jurisdiction and powers of the Investigator to investigate complaints of alleged unprofessional conduct and professional incompetence. Established by legislation, branch policies and procedures set operating guidelines for investigations and file work.

The Investigator will make use of a full range of advanced and innovative investigation techniques and tools included: employing enforcement tools in accordance with legislation, locating respondents, complainants, and witnesses when required; and serving documents to the appropriate individual(s) in an investigation. The investigator works with minimal direct supervision, however, reports formally to a Team Lead Investigator.

The Investigator's key responsibilities include: handling critical investigations, assisting in training of other staff or contractors who may conduct investigations on behalf of the Commissioner, and serves as a resource for other investigators.

The Investigator will respond to inquiries from the public and educational stakeholders. The investigator will liaise with a wide variety of external educational agencies, government agencies and law enforcement agencies including: municipal, provincial, federal, and international levels. The Investigator identifies and develops a working relationship with provincial and national agencies such as local police enforcement agencies, the RCMP and provincial courts in order to assist with investigations.

Responsibilities

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

Investigates complaints in a timely manner in accordance with legislation, policy and procedures to provide consistent investigations relating to the unprofessional conduct and/or professional incompetence of a teacher. The Investigator will take the appropriate action in accordance with legislation for matters of unprofessional conduct that relate to criminal code offenses. Investigations may be subject to periodic review and monitoring for compliance with investigation standards. The Investigator may consult with the Office of the Registrar and legal counsel during the course of an investigation

- 1. Investigates complex and multifaceted complaints in accordance with legislation, policy and procedures:**
 - conducts investigations by gathering, securing and preserving evidence; conducting interviews with complainants, witnesses and respondents; taking statements, examining records and seeking legal opinions on interpretation and application of legislation
 - creates complex investigative plans that identify required resources to ensure the investigation can be completed thoroughly and in a timely fashion
 - identifies and obtains, with appropriate authorizations, resources for investigations
 - supports investigative colleagues
 - develops and coordinates investigation plans and allocates resources/responsibilities when required
 - acts as a consultant when required by investigative and Education colleagues
 - provides high quality service to internal and external stakeholders
- 2. Provides professional and accurate information including reports to the Case Manager to facilitate the Commissioner's decision making regarding the complaint:**
 - analyzes results and prepare investigative reports
 - manages own caseload while supporting the other team members
 - is prepared to be called as a witness during a hearing
- 3. Participates in team membership to meet business plan objectives:**
 - participates in legislative, policy and/or program working committees, and provide feedback as requested.
 - promotes a co-operative working relationship with colleagues in the branch and the Alberta Teaching Profession Commission.
 - consults on investigative techniques and act as a general resource for the investigative unit.

- works with teams to solve/resolve issues surrounding highly sensitive investigations, to bring finality to court cases.
- participates in developing unit performance standards.
- participates in the operational business planning for the investigation unit and contributes toward achieving the required results
- participates in unit meetings to identify issues, share information, solve problems and make decisions.

Problem Solving

Typical problems solved:

Significant interpretative, evaluative, and investigative thinking is required, along with the ability to understand complex relationships. For example, complaints regarding teacher conduct or competence are highly sensitive processes that can include multiple perceptions and interpretations as well as high emotion.

Types of guidance available for problem solving:

Guidance for problem solving is provided via existing legislation, regulation, policies, and standards, as well as broad outcomes defined by the Commissioner and ministry priorities; consultation with the Investigator, Team Lead and Director of Investigations, stakeholders or peers within the ministry; and professional judgment and analysis of options.

Direct or indirect impacts of decisions:

Directly impacts all certificate holders, including Alberta teachers and teacher leaders in public, separate, independent, public, charter, francophone, and Alberta accredited international schools. Other stakeholders include students, parents, school authorities, and the public at large, through the implementation of professional practice standards and code of professional conduct. Ensures that individuals authorized to teach in Alberta meet the Minister's requirements and standards for practice assurance.

Key Relationships

Major stakeholders and purpose of interactions:

- Investigator, Team Lead and Director, Investigations and Commissioner: make recommendations, provide reports, presentations, briefings, and background materials; bring forward emergent issues and concerns that could affect the work of the Commission; interact daily to provide support and receive guidance.
- Branch staff members: collaborate on investigative techniques, and provides supports to colleagues as required.
- Hearing Committees: provide witness testimony as required.
- External education stakeholders: maintain excellent relationships to help further objectives of the Commission, respond to questions as required, and engage when required in an investigation.
- Complainants and witnesses: receive queries from complainants and ensures that queries are addressed in a timely manner and is congruent with applicable legislation and regulation.
- Law enforcement agencies in Alberta, Canada, and internationally: request information and understanding of documents. Records retrieval.

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:

University degree in a related field or equivalent experience (1 year experience for 1 year of Education)

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

- University degree in a related field (Education, Public Administration, Legal Studies) or equivalent experience of 1 to 1 (1 year of experience for 1 year of Education).
- Minimum four years of experience in investigations in a regulatory environment or equivalent combination of education and experience.

The Investigator possesses:

- the ability to work with First Nations school authorities, including Chief and Council
- superior and varying interviewing strategies
- proven ability to work both independently and in a team environment
- strong conceptual and problem solving abilities
- effective communication and interpersonal skills
- conflict management skills
- ability to demonstrate appropriate verbal, non-verbal and written communications
- ability to interpret verbal, non-verbal and written communications
- strong research skills including the ability to research open source and social media data
- excellence organizational and interpersonal skills
- the ability to communicate clearly and concisely
- exemplary writing and editing skills
- the ability to conduct work autonomously without any assistance or supervision
- knowledge of departmental legislation, advanced innovative investigation techniques, and has demonstrated the use and application of a variety of enforcement tools in an administrative and regulatory environment.
- knowledge of provincial legislation related to matters of unprofessional conduct and professional competence (*Practice Review of Teachers and Teacher Leaders Regulation, Certification of Teachers and Teacher Leaders Regulation, Education Act, Teaching Profession Act*)
- relevant professional designation(s)/certification(s) (such as CFE, CPO and APO)
- ability to adapt, change and problem solve

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		
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 	When a teacher or teacher leader is under investigation, it is imperative that the investigation is completed in a timely and respectful manner with the required rigour. The Investigator will complete investigations.

Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Engages the community and resources at hand to address issues: <ul style="list-style-type: none"> Engages perspective to seek root causes 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 	Using their investigation expertise, the Investigator will address a variety of inquiries and complaints on complex and politically sensitive issues. At times, this requires research to ascertain the facts, understand the issues involved, and propose solutions. These solutions may become part of the public record.
Agility	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Identifies and manages required change and the associated risks: <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 	The Investigator responds effectively to a variety of inquiries and matters within short timelines and also maintaining objectivity regarding all investigative cases.
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 Investigator builds relationships with a variety of external educational agencies, government agencies, and law enforcement agencies in order to assist with investigations.

Benchmarks

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

