

Update

Ministry

Education

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Mgr, Resource Authorization

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:

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

As the Manager, Resource Authorization, the position is responsible for overseeing the review and authorization of all learning and teaching resources. This position is essential in the provisioning of learning and teaching resources to support Alberta's Kindergarten to Grade 12 (K-12) curriculum. The manager ensures that all authorization activities are aligned with the Provincial Resource Review Guide

and all associated legislation and policies noted within the Guide such as the Education Act, the Alberta Human Rights Act. In addition the manager oversees the alignment of all resources to the K-12 curriculum to enable the integration of all learning and teaching resources into the provincial curriculum digital platform(s).

As this sector matures and evolves the position will lead a team of staff, contractors and/or grant holders. This team will flex with the demands of the ministry and the pace and level of curriculum implementation across all grades and subjects and the needs of the Ministry. This position will be required to create networks with curriculum's K-12 external stakeholders as well as staff across and beyond the Ministry to ensure that educational resources are created in alignment with the Provincial Resource Review Guide and are authorized by the ministry.

Responsibilities

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

Focused on the delivery of learning and teaching resources, primarily but not limited to English and French, to support the implementation and continued delivery of new provincial curriculum. This position helps to inform and ensure that the full collection of learning and teaching resources are sustainable and scalable. This position informs and manages the identification of human resource requirements to enable the authorization of teaching and learning resources while balancing the use of full-time staff, contractors, and engagement with teachers across the province to support the authorization and curricular alignment of resources. The ability to identify the expertise required to ensure the authorization of resources and to recommend the best approach to ensure the identification and utilization of subject matter expertise to authorize resources.

The Manager, Resource Authorization, provides leadership, oversight, strategic direction, and is accountable for the following:

1. Lead and oversee the management of review, authorization and Minister approval processes for resources.
 - Lead and manage a team responsible for reviewing resources in alignment with the ministerial order on student learning, guiding framework for curriculum, Education Amendment Act and the Provincial Resource Review Guide.
 - Establish strategic processes, procedures, and standards for the review, authorization and recommendations for Minister approval of all learning and teaching resources.
 - Ensure that decisions regarding content and evaluation of learning and teaching resources is based on the expertise of the contractors, interchange participants and staff in the delivery of the curriculum in a K-12 classroom while balancing the requirements of the public sector in the assurance of alignment of decisions with policy and legislation.
 - Provide leadership and guidance to the team, ensuring effective coordination and collaboration in the authorization process within the branch, across the division and department and with external stakeholders as required.
 - Establish and maintain strategic and effective relationships with other branches, sectors, divisions, ministries, and external stakeholders to ensure positive and productive work environments.
 - Leading and effectively managing team operations to ensure outcomes are delivered in accordance with priorities and timelines.
2. Lead a team of professionals to align learning and teaching resources (both digital and traditional) based on a deep knowledge of using teaching and learning resources in a K-12 classroom to the provincial curriculum while ensuring the age appropriateness of the content within.
 - Ensure the guidelines for the review of resources are based on learners' and teachers' real-life

experiences.

- Ensure existing resources are aligned with curriculum requirements.
- Establish a plan for determining resource priorities and guiding the team accordingly based on the directions of the director.
- Ensure that resource reviews are conducted in accordance with the Provincial Resource Review Guide, including considerations of age appropriateness, diversity, and inclusion.

3. Manage and supervise multiple teams and contribute to the management of the Branch.

- Lead and effectively manage team operations to ensure outcomes are delivered in accordance with business and operational plans.
- Manage staff relations, performance management, team goal setting and supervision as required.
- Provide the director with input, advice, and recommendations on emerging issues, opportunities and challenges.
- Develop analysis, business cases and briefing notes to assist decision-making processes.
- Prepare responses to requests for information including Action Requests.
- Lead projects and develop and manage detailed project plans.
- Lead, coordinate and enable team responses to requests about resources. This includes supporting and responding to inquiries by: Alberta students and their parents/guardians; Alberta teachers; School administrators; community members; national and international publishers; vendors of multimedia resources; and departmental staff.
- Develop and coach team members.

Problem Solving

Typical problems solved:

The Resource Authorization Manager is accountable for achieving results that include the review, authorization and curricular alignment of provincial learning and teaching resources. This position provides guidance, advice and expertise for the vetting of learning and teaching resources.

This position is key in the workflows that will inform how resources are reviewed, authorized, and aligned with curriculum for the province.

Challenges faced by this position include:

- negotiating and building consensus among parties with multiple perspectives, interests and priorities when authorizing provincial teaching and learning resources (including digital resources).
- Embracing multiple perspectives across the education system, including those of internal and external stakeholders.
- Pivoting and adjusting project plans according to changes to requirements, priorities, and insights from leadership.
- Taking initiative to propose a planned approach with little direction or communication.
- showing agility and adaptability in response to shifts in Ministerial priorities.
- determining different approaches to authorization that ensure that the needed expertise is available when needed.

Types of guidance available for problem solving:

The Resource Authorization Manager will receive direction from Director, Resource Development, Review and Authorization. This role is the expert regarding how all resources are reviewed and authorized for the

province, which will ultimately support delivery of the K-12 provincial curriculum. This is informed by the expertise provided by the position in the identification, review and evaluation of K-12 teaching and learning resources in alignment with curriculum.

Direct or indirect impacts of decisions:

The work led and supported by this position has a profound impact on every K-12 classroom across the province. Teachers and learners can rely on the approved learning and teaching resources to effectively implement the curriculum. The influence of this position extends to learners, teachers, as well as school and jurisdictional leaders, who are all directly impacted by the quality and availability of these resources.

Key Relationships

Major stakeholders and purpose of interactions:

- **Deputy Minister, Assistant Deputy Minister, Executive Director:** As required to provide recommendations.
- **Director, Resource Development, Review and Authorization:** As a direct report to the Director, work closely with the Director to brief, update on priority timelines and milestones, advise of any slips in the delivery of the Resource Review and Authorization Consultant's priorities and ask for support and advice as required.
- **Sector/Branch Leadership Team:** As part of the sector/branch leadership team, participate and contribute to the effectiveness of the sector/branch and collaborating on projects and human resource related initiatives as required and assigned.
- **Employees and Contractors:** Mentor, guide, develop and lead in order to plan, manage workload and priorities, coordinate operational requirements and initiatives.
- **Division and Ministry Staff:** Share information and maintain effective working relationships in order to understand and incorporate multiple perspectives into priority work, contribute to various departmental priorities as appropriate, provide recommendations and advice, and exchange information.
- **Education Partners and Stakeholders:** Establish collaborative working relationships to enable their input on resource needs for teachers and learners.
- **Other Canadian Education Ministries:** Establish collaborative working relationships and exchange information.
- **Service Providers:** Increase awareness of new resource guidelines, implementation processes, manage contract and grant processes for new resources in alignment with the new curriculum.

Required Education, Experience and Technical Competencies

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

If other, specify:

An equivalent level of education will be considered in combination with experience in the education.

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

To succeed in these roles, the position must demonstrate education system expertise, strong leadership skills, relationship building skills, and the ability to communicate with a broad range of stakeholders.

Essential skills for the role include:

- Strong ability to lead and work effectively on project teams, work collaboratively to develop solutions to complex problems, and prioritize multiple priorities to meet deadlines.

- Excellent strategic thinking skills.
- Strong interpersonal skills including ability to establish and maintain effective working relationships and networks with internal and external service providers, stakeholders and partners.
- Communication and collaboration: Excellent written and verbal communication skills, as well as the ability to collaborate with internal and external stakeholders.
- Project management skills: The ability to manage multiple projects simultaneously, establish timelines, coordinate with stakeholders, and oversee resource review processes.
- Analytical skills: Proficiency in analyzing data and information to make informed decisions and recommendations regarding the selection and use of educational resources.
- Organizational skills and attention to detail.

Assets for the role include:

- Teaching experience: Prior experience as a teacher or instructor is valuable as it provides a deep understanding of educational needs and resource requirements.
- Knowledge of curriculum standards: Familiarity with provincial curriculum standards and guidelines is required for evaluating and aligning educational resources.
- Strong research skills: The ability to conduct thorough research to gather information on educational resources, including books, digital tools, websites, and learning materials.
- Evaluation and assessment expertise: Experience in evaluating educational resources based on quality, relevance, accuracy, pedagogical value, and learner engagement.
- Fluent in spoken and written French.

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 type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Focuses on continuous improvement and increasing breadth of insight: <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 	Uses expertise to problem solve how learning and teaching resources can be leverages and deployed for use across the K-12 system. Completes ongoing assessment and assurance practices to ensure resources are aligned with curriculum and meet needs of teachers and learners while ensuring that process and resources comply with related legislation and processes.
Systems Thinking	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Considers inter-relationships and emerging trends to attain goals: <ul style="list-style-type: none"> • Seeks insight on 	This position requires the alignment of various and often divergent perspectives and expectations with the

		<p>implications of different options</p> <ul style="list-style-type: none"> • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences 	<p>review and authorization of learning and teaching resources for Alberta's classrooms.</p> <p>The ability to ensure the documentation of the decisions to authorize or not authorize any resource in a format that will provide insight into the process to ensure any inquiries into any single activity can be fully provided at any time. Analysis in this role requires examining alignment to ministry and Government priorities; analyzing potential short-, medium- and long-term impacts of potential needs and supporting operational needs and the needs of stakeholders.</p>
Drive for Results	○ ○ ● ○ ○	<p>Takes and delegates responsibility for outcomes:</p> <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 	<p>Implementation of learning and teaching resources is critical to the successful implementation and delivery of the new curriculum.</p> <p>This position will lead and oversee the review process for several projects that require managing and delegating several teams.</p>
Build Collaborative Environments	○ ○ ● ○ ○	<p>Collaborates across functional areas and proactively addresses 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 	<p>Collaborates with diverse stakeholders to achieve outcomes. Review and authorization processes will require fluid and innovation approaches to respond to the implementation, updates and delivery of curriculum for all subjects and grades.</p>

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