Update

Ministry

Education

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Curriculum Assurance Consultan

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

2024-06-28

Responsibilities Added:

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Manager, Curriculum Assurance, the Assurance Consultant leads complex curriculum projects and works collaboratively with their team to support the operations and overall functioning of the branch.

The Assurance Consultant supports the development, implementation, and continuous improvement of high-quality Kindergarten to Grade 12 (K-12) curriculum that is in alignment with The Guiding Framework for the Design and Development of Kindergarten to Grade 12 Provincial Curriculum (The Guiding Framework).

The Assurance Consultant must develop and maintain strong communication and working relationships with stakeholders and be well connected with the education community to stay informed of educational contexts, share curriculum knowledge, and ensure timely and accurate information flow and identification of issues.

The Assurance Consultant may represent the department and government on subject- or program-area related committees at the provincial and national levels.

The Assurance Consultant will
· contribute to high-quality curriculum and/or implementation supports informed by current research
· research, analyze, and synthesize information, from a variety of sources to support curriculum development and implementation
· establish and maintain strong communication and working relationships with stakeholders to ensure timely and accurate information flow and identification of issues
· carry out other duties as required

Responsibilities

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

1. The Assurance Consultant actively works with internal and external stakeholders (including cultural and other community leaders) to
· seek input to inform curriculum development and implementation decisions
· build capacity in the application of the curriculum and implementation supports
· promote curriculum development and implementation and seek the broader involvement of cultural and interest communities
· contribute to the authentic inclusion of Francophone and First Nations, Métis, and Inuit perspectives and experiences in the curriculum development and implementation processes
· establish and maintain strong communication and working relationships with stakeholders to ensure timely and accurate information flow and identification of issues
2. The Assurance Consultant contributes to effective branch operations by
· leading and effectively managing team operations, including human and financial resources (contracts/ grants), as assigned. This may include the supervision of Interchange Participants.
· collaboratively contributing to decision making regarding content, development processes, research, and planning
· providing advice and recommendations on emerging issues, opportunities, and challenges
· developing analyses, business cases, and briefing notes to assist with decision-making processes
· developing and leading detailed project plans
· contributing to the design and delivery of professional learning for internal and external stakeholders to support curriculum engagement and implementation.
3. The Assurance Consultant responds to a high number of information requests by
· studying the nature and intricacies of the request
· researching all the issues
· deciding on key considerations and recommendations
· preparing a department response, including briefing materials, appropriate support materials, and correspondence
4. The Assurance Consultant implements curriculum development processes and guidelines to ensure that Alberta Kindergarten to Grade 12 curriculum aligns with policy and meets the diverse needs of Alberta students by
· providing objective reviews, feedback, recommendations, and advice to ensure consistent application of the vision, guidelines, considerations, and features of The Guiding Framework
· developing assurance considerations, tools, and processes to support curriculum writers in evaluating and adjusting their work

- identifying opportunities for improvements and efficiencies in curriculum development processes
- fostering effective collaboration across teams to facilitate common understandings of the curriculum development process

Problem Solving

Typical problems solved:

The Assurance Consultant, under the supervision of the Manager, make recommendations to leadership in the decision making, planning, and management of curriculum and curriculum support materials. The position has direct influence over significant activities and materials related to curriculum development and implementation, and is accountable for the delivery of high-quality curriculum and curriculum related materials.

The Assurance Consultant provides strong project management skills, guidance, vision, and mentorship to their team.

Leadership and diplomacy are required to promote understanding and consensus among parties with multiple perspectives, interests, and priorities.

The Assurance Consultant must have excellent interpersonal skills, including a demonstrated ability to establish and maintain effective working relationships and networks with internal and external stakeholders, and partners.

The Assurance Consultant must have a strong ability to negotiate, compromise, and build consensus among parties to deal with identified risks and issues, ensuring a positive outcome for the department, partners, stakeholders, and students.

Flexibility, responsiveness, and ability to collaborate are key attributes required for effective coordination, organization, and leadership in this position.

Types of guidance available for problem solving:

- consultation with team and supervisor to identify long- and short-term goals of the team, branch, sector, and division
- opportunities to collaborate with colleagues from other areas of Curriculum Division and other divisions for understanding of tasks
- collaborative work environment that encourages clarifying questions for quality work

Direct or indirect impacts of decisions:

Decisions of this position have both direct and indirect impacts on internal and external colleagues as well as the public. This position is empowered to make informed recommendations and to implement final decisions.

Key Relationships

Major stakeholders and purpose of interactions:

Primary relationships to this position are internal and external stakeholders.
- Deputy Minister, Assistant Deputy Minister, Executive Director: As required to provide briefings, recommendations and advice.
- Director: As a direct report to the Director, work closely with the Director to brief, update on priority timelines and milestones, advise of any issues and ask for support as required.
- Sector/Branch: As part of the sector/branch team, participate in and contribute to the effectiveness of the sector/branch. Collaborate on projects and initiatives as required.
- Employees and Interchange Participants: Mentor, guide, and lead in order to plan, manage workload and priorities, and coordinate operational requirements and initiatives.
- Division, Ministry, Cross-Ministry Staff: Maintain collaborative 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 provide advice and enable their input into priority work.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Master's Degree	Education		

If other, specify:

MA in related field plus 5 years related experience or equivalent. Equivalency: Bachelor's Degree + 7yrs

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

This position requires expert knowledge of
· curriculum development models
· current and formative research regarding trends in curriculum and technology development
· Assurance Unit, including a thorough understanding of its philosophy, history, and current and formative research
· the theory, principles, and practices in Assurance Unit to ensure high-quality, research-informed curriculum development
· organizational culture and leadership theory
· department goals and policies that relate to curriculum development and implementation
· structures and policies of school authorities with respect to provincial accountability systems
· the broad framework of department policies to manage the curriculum development and implementation process

The position works within a broad framework of policies, including
· Education Act, the Funding Manual, and The Guide to Education, K-12
· The Guiding Framework for the Design and Development of Kindergarten to Grade 12 Provincial Curriculum
· Ministerial Order on Student Learning
· Freedom of Information and Protection of Privacy Act (FOIP)
· Applicable department policies and curriculum development standards, guidelines, and processes

Minimum requirements and assets include
· a master's degree in a related field plus five years related experience or equivalent, as described below
· equivalency: a bachelor's degree in a related field plus seven years of related experience

Assets
· understanding of research on the principles of 21st century learning and the implications for curriculum development
· excellent research, communication (oral, written, information literacy), and interpersonal skills
· sound project management and organizational skills, and the ability to work independently and collaboratively in a team environment
· initiative, agility, and strong problem-solving skills
· fluency in both French and English is considered a strong asset
· understanding of First Nations, Métis, and Inuit culture and communities is considered a strong asset

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level A B C D E	Level Definition	Examples of how this level best represents the job
Drive for Results	○ ◉ ○ ○ ○	Works to exceed goals and partner with others to achieve objectives: • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations	Attention to tight timelines as well as the development of content in alignment with provincial and national jurisdictions. This position requires ability to revise and assess readiness of the work.

Build Collaborative Environments	○ ◉ ○ ○ ○	Facilitates open communication and leverages team skill: • Leverages skills and knowledge of others • Genuinely values and learns from others • Facilitates open and respectful conflict resolution • Recognizes and appreciates others	Frequent communication with various internal and external stakeholders. Actively listen and apply information to refine products.
Agility	○ ◉ ○ ○ ○	Works in a changing environment and takes initiative to change: • 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	Changing timelines and priorities require a strong ability to work with agility. Modeling positivity and optimism is critical to keep teams motivated and engaged. Opportunities to challenge the system will encourage teams to apply creativity within work guidelines.
Develop Networks	○ ○ ○ ◉ ○	Makes working with a wide range of parties an imperative: • Creates impactful relationships with the right people • Ensures needs of varying groups are represented • Goes beyond to meet stakeholder needs • Ensures all needs are heard and understood	Ability to consider and apply stakeholder feedback. Knowing how to access appropriate staff to problem-solve and consider other perspectives. Being able to anticipate stakeholder values and expectations.

Benchmarks

List 1-2 potential comparable Government of Alberta: Benchmark

Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

Employee Name	Date yyyy-mm-dd	Employee Signature
Supervisor / Manager Name	Date yyyy-mm-dd	Supervisor / Manager Signature
Director / Executive Director Name	Date yyyy-mm-dd	Director / Executive Director Signature