

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:

Reporting directly to the Director, French Education Branch, the Curriculum Consultant, French Immersion Language Arts and Literature (FILAL) manages complex curriculum projects and may lead teams.

The Curriculum Consultant, FILAL leads teams and projects to support the operations and overall functioning of the branch.

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

The Curriculum Consultant, FILAL 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 Curriculum Consultant, FILAL 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
 - establish and maintain strong communication and working relationships with stakeholders to ensure timely and accurate information flow and identification of issues
2. The Curriculum Consultant, FILAL contributes to the leadership of the branch by
 - leading and effectively managing team operations, including human and financial (contracts/grants) resources, as assigned. This may include supervision of Interchange Participants.
 - leading the team in 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 consistent application of the vision, guidelines, considerations, and features identified in *The Guiding Framework*
3. The Curriculum Consultant, FILAL responds to a high number of action and information requests by
 - studying the nature and intricacies of the action 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 Curriculum Consultant, FILAL develops curriculum for French Immersion Language Arts and Literature, French as a second language, and other curriculum work, as needed by
 - anticipating the curriculum requirements required for the future
 - actively monitoring learning outcomes and working toward their continual improvement

- leading and supporting the maintenance and development of high-quality curriculum
- providing specialized advice to support the implementation of new curriculum and monitoring its continued use
- synthesizing and summarizing researched content from a variety of sources (e.g., scholarly peer-reviewed academic journals, administrative publications, government studies, books, jurisdictional reviews) to support curriculum development
- providing information and supports to stakeholders and other education partners regarding curriculum
- providing research-informed advice to leadership regarding curriculum content and sequencing of learning
- providing a seamless transition in curriculum from grade to grade, from level to level, and from senior high to post-secondary studies and the workplace
- providing expertise, advice, and support for the development of new curriculum in Language Arts for students in French immersion programs.

5. The Curriculum Consultant, FILAL is responsible for collaborating to develop and support a range of projects and activities relating to French Immersion Language Arts and Literature curriculum, and French as a second language, and related activities.

Problem Solving

Typical problems solved:

The Curriculum Consultant, FILAL, under the supervision of the Director, French Education Branch, provides 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 Curriculum Consultant, FILAL supports the refinement and maintenance of digital teaching and learning resources that enable the delivery of current and draft K-12 curriculum requirements, including providing strong project management skills, guidance, vision, and mentorship to their team.

The Curriculum Consultant, FILAL 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 Curriculum Consultant, FILAL must have a strong ability to identify emergent issues within the Curriculum Division, stakeholder community and education system. The Curriculum Consultant is expected to provide advice to decision makers on strategies 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.

Skills related to leadership and consensus building among parties with multiple perspectives, interests, and priorities (e.g., post-secondary institutions, business and industry, schools, communities, and government) are required when developing and implementing curriculum and curriculum supports.

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 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: 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
Bachelor's Degree (4 year)	Education		

If other, specify:

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

This position requires expert knowledge of

- curriculum development models
- current research regarding trends in curriculum and French language learning
- French language learning whether for students in French immersion programs or taking French as a second language courses, including a thorough understanding of philosophy, history, and current and research
- the theory, principles, and practices in French language learning to ensure high-quality, research-informed curriculum development
- organizational culture and leadership theory and application
- 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*
- 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
- strong commitment to excellence and accountability in education
- understanding of *The Guiding Framework for the Design and Development of Kindergarten to Grade 12 Provincial Curriculum*
- understanding of research on the principles of 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 or collaboratively in a team environment
- initiative, flexibility, and strong problem-solving skills
- fluency in both French and English and a strong ability to work both in French and English.
- understanding of First Nations, Métis, and Inuit culture and communities is considered a strong asset.
- teaching certificate plus extensive current related teaching and leadership experience at the school, jurisdictional, and/or provincial level.
- in-depth theoretical and practical knowledge of teaching and learning processes in French language learning for students in francophone schools.

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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Works to exceed goals and partner with others to achieve objectives: <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 	Attention to tight timelines as well as the development of content in alignment with provincial and national jurisdictions. This position requires a high degree of work refinement and ability to assess readiness of the work.
Build Collaborative Environments	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Facilitates open communication and leverages team skill: <ul style="list-style-type: none"> • Leverages skills and knowledge of others • Genuinely values and learns from others • Facilitates open and 	Frequent communication with various internal and external stakeholders. Actively listen and apply information to refine products.

		<p>respectful conflict resolution</p> <ul style="list-style-type: none"> • Recognizes and appreciates others 	
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"> • 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>Changing timelines and priorities requires 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.</p>
Develop Networks	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works on maintaining close relations with all stakeholders:</p> <ul style="list-style-type: none"> • Identifies key stakeholder relationships • Has contact with range of interested parties • Actively incorporates needs of a broader group • Influences others through communication techniques 	<p>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.</p>