



Alberta Assessment Consortium
#500, 11010 – 142 Street
Edmonton, AB T5N 2R1
info@aac.ab.ca

Secondment Opportunity

Field Services Facilitator (High School Mathematics – Southern Alberta)

Alberta Assessment Consortium (AAC) has received a conditional grant from Alberta Education to provide assessment related professional learning support in the area of high school mathematics. As such, AAC is seeking a professional educator to serve as a full time Field Services Facilitator for the second semester of the 2011 – 2012 school year and full time for both semesters for the 2012 – 2013 school year.

Primary Responsibilities

- support the assessment related professional learning needs of mathematics teacher participants in up to 16 school jurisdictions using a variety of face-to-face and technology mediated strategies;
- support teacher participants in the use of/and or development of performance assessments, collecting samples of student work and student reflections, and collecting teacher reflections in regard to promising assessment practices;
- participate in a research study that will seek to explore the impact of formative assessment practices and professional learning practices on teacher practice, student engagement and student achievement;
- present information (merits, challenges, promising practices) about the project at education stakeholder events; and
- prepare reports and provide periodic project updates to Alberta Education.

Required Qualifications and Skills

- minimum of a Bachelor's Degree in Education
- minimum of 5 years of successful teaching experience in high school mathematics
- experience with the new Alberta High School Mathematics Program of Studies (e.g. classroom teaching, resource development, providing professional development for teachers and leaders)
- experience in a school-based and/or jurisdiction leadership role (e.g. lead teacher, coach, facilitator, consultant, coordinator) or comparable leadership role
- expertise in classroom assessment, i.e. aligning curriculum and assessment, setting criteria, selecting appropriate assessment strategies, designing assessment tasks, developing rubrics, collecting and using exemplars of student work, and embedding formative assessment practices into daily instruction
- Although not a requirement, fluency in French language would be an asset.

Demonstrated Qualities

The successful applicants require the ability to

- work within collaborative environments;
- coach within professional learning contexts;
- take initiative;
- manage time;
- utilize technology;
- solve complex problems; and
- communicate effectively.

Terms of Employment

The position is offered as a secondment position or term specific contract position for the second semester of the 2011 – 2012 school year and for both semesters of the 2012 – 2013 school year. The successful applicant will report to the AAC Executive Director and will work alongside AAC professional team members and support staff in a collaborative, dynamic environment.

This position is geographically based, serving the needs of the project participants in the southern area of the province. As such, the successful candidate must reside south of Red Deer and must be able to work from a home office. The position will require extensive travel within Alberta and will require some flexible scheduling. Approved travel and subsistence expenses will be covered according to the AAC guidelines.

Application and Interview

A complete application package consists of the following items.

- cover letter
- curriculum vitae
- signed letter from the jurisdiction Human Resources officer (attached)
- two letters of reference (in addition to the Human Resources approval)
- a high school mathematics assessment task and rubric that has been created by the applicant

Deadline for applications is 4:30 pm Friday, February 3, 2012.

Candidates who are short listed will be contacted to schedule an interview, which will be held in Edmonton on **Saturday, February 11, 2012**. The interview will consist of a series of questions, as well as a professional development facilitation component, details of which will be provided to the short listed candidates when the interview is scheduled.

For additional information, and to submit an application, please contact the AAC Executive Director.

Sherry Bennett, Executive Director
Alberta Assessment Consortium
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Edmonton, AB T5N 2R1
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Secondment Opportunity with Alberta Assessment Consortium

Letter of Support re: _____
(name of candidate)

This letter is to indicate support for the above named candidate in pursuing a secondment with Alberta Assessment Consortium for the second semester of the 2011-12 school year and for both semesters of the 2012 – 2013 school year. It is understood that AAC will honour the salary and benefits for the successful candidate as per the collective agreement currently in place, including any changes that occur during the course of the secondment.

The above named candidate has discussed the secondment opportunity with me and expressed a desire to apply for the position. In the event that the candidate is successful,

_____ agrees to facilitate the contractual arrangements in
(name of School Jurisdiction)

order for the candidate to be in place as soon as a suitable replacement can be found for his/her current assignment in order to facilitate a timely transition to the secondment.

(signature of Human Resources officer)

(date)

(printed name of Human Resources officer)