



## IDENTIFICATION

Department	Position Title	
Education, Culture and Employment (ECE)	Director, Early Childhood Development & Learning	
Position Number(s)	Community	Division/Region(s)
71-2219	Yellowknife	Early Childhood Development & Learning/HQ

## PURPOSE OF THE POSITION

The Director of Early Childhood Development & Learning (ECDL) is accountable for providing strategic leadership and direction in the development, implementation and maintenance of early childhood services that are legislated by the *Northwest Territories' (NWT) Child Day Care Act* and Standards Regulations and the *NWT Education Act* and Regulations, and early childhood initiatives set out in the *Early Childhood Development (ECD) Framework: Right from the Start*.

This includes maintaining the partnership between the Departments of Education, Culture and Employment (ECE) and Health and Social Services (HSS) which is committed to advancing ongoing and future joint initiatives for improving ECD programs and services for NWT children and families. This involves policy development, research, curriculum, and student assessment and learning resources, as well as monitoring and licensing of all licensed early childhood programs, daycare centers and family day homes.

As ECE has undertaken a process of significant renewal in all divisions, independent initiatives and approaches no longer stand alone and have been incorporated into the Early Childhood Development (ECD), Education Renewal (ER), Skills for Success (S4S), Culture and Heritage (CH) and Aboriginal Languages Frameworks and Action Plans, with the goal of improving achievement for all learners.

In support of these shared Frameworks and Action Plans, it is expected that the Director will work closely and collaboratively with all ECE Directors and staff and representatives from other Government of the Northwest Territories (GNWT) Departments, Aboriginal Governments, education bodies, early childhood educators, Junior Kindergarten to Grade

twelve (JK – Grade 12) educators, Aurora College, the Northwest Territories Teachers' Association (NWTTA), non-government agencies, as well as the public, including students, parents and the community

The Director requires the ability to lead a substantial number of inter-disciplinary, themed, competency and project-based work that crosses over a number of areas related to the scope of work of different Divisions within the Education and Culture Branch and ECE.

### **SCOPE**

Reporting to the Assistant Deputy Minister (ADM) of Education and Culture for the Department of ECE, and located in Yellowknife, the Director of ECDL is responsible for leading, managing, supporting, promoting and actively encouraging: student-centered / family-centered, culture-based, process-orientated, research-based, interactive, experiential, competency-based, cognitively challenging, inclusive education in accordance with the *NWT Education Act*, the *NWT Official Languages Act*, the *NWT Child Day Care Act*, regulations, ECE Departmental philosophies, guidelines, Frameworks and Action Plans, Ministerial Directives, curricula, and inter-jurisdictional initiatives.

The Director is expected to have a broad and in-depth level of understanding, knowledge and experience of the theory and practical application of early childhood development, educational philosophy, curriculum and pedagogy, and the research skills and strategies needed for the development and enhancement of related initiatives across the NWT. This requires ongoing analysis of early childhood and educational philosophy, curriculum and strategies as they exist and are presently applied within the educational system, and as they evolve in the NWT and elsewhere.

The incumbent must understand instructional leadership, competency-based curricula and assessment, child development and pedagogy, and be capable of developing and managing educational change initiatives, inter-divisional working groups, as well as develop and manage the development of curricula, strategies, resources and support materials.

The Director is also expected to have high levels of expertise within the areas of child development, educational change, inclusive schooling and student support, language and culture, and curriculum and assessment.

The Director is responsible for recommending and leading innovative changes, establishing new directions and developing policy to facilitate the implementation of new services, and is expected to incorporate traditional knowledge into all aspects of divisional work, which requires a deep understanding of the history and context of NWT Indigenous peoples, Indigenous education and education in the NWT.

The Director is responsible for the overlap in services between the Early Childhood facilities and JK - Grade 12 system, which includes overseeing regional Early Childhood programs and services. This senior management position provides leadership to all projects related to ECDL from licensing and monitoring of childcare facilities to programming for Junior Kindergarten/Kindergarten for 4 and 5 year olds, in the continuum of play and inquiry-based learning from early childhood education and care to schools.

The work requires ongoing analysis of early childhood education and care philosophy and strategies as they exist and are presently applied within the early childhood sector and the educational system. Where necessary, changes must be recommended, new directions must be established and policy developed to facilitate the implementation of new services.

Another major responsibility is to direct and monitor the implementation of new and ongoing programs in early childhood programs and schools in the NWT. This will involve directing the on-going in-service training of staff that is responsible for the actual implementation of early childhood, instructional and student support services in the schools.

On-going communication with licensed daycare centres and family day homes, regional Early Childhood Consultants, Divisional Education Councils/District Education Authorities, local education authorities, other government departments (territorial, provincial and federal), Indigenous Governments/organizations, non-government agencies, parents, families and children will also be necessary. In addition, liaison will be necessary with other jurisdictions within the NWT and with senior level representatives of provincial/territorial departments of education.

The Director is expected to work collaboratively with the Teaching and Learning (TL), Health, Wellness and Student Support (HWSS), Education Operations and Development (EOD), and Culture and Heritage (CH) Divisions, and the Indigenous Languages and Learning Secretariat (ILLS), within an interdivisional shared leadership model responsible for common planning, management and shared budgeting, to appropriately align branch work to current foundational frameworks and their corresponding action plans, and key directives including:

- *Right from the Start: Early Childhood Development Framework;*
- *Directions for Change: Education Renewal Framework;*
- *The Inclusive Schooling [IS] Ministerial Directive;*
- *A Shared Responsibility: NWT Aboriginal Languages Plan;*
- *The Aboriginal Language and Culture-Based Education (ALCBE) Ministerial Directive;*
- *Skills for Success: 10-Year Strategic Framework; and*
- *Strong Cultures, Strong Territory: GNWT Culture & Heritage Strategic Framework.*

The Director also works closely with the Planning, Research and Evaluation (PRE) Division of ECE to ensure the development and implementation of sound pilot projects, and the

ongoing monitoring and evaluation of strategic Frameworks and Action Plans, education body compliance to Ministerial Directives, and a number of other programs and initiatives.

Four (4) full-time positions, located in Yellowknife, report directly to the Director of ECDL with one (1) additional full-time administrative position sharing reporting between the Director of ECDL and the ILLS. In addition, eight (8) full-time positions (Early Childhood Consultants), located in regional offices, also report to the Director on delivery of regional programs and services. The Director will supervise contractors, term and casual employees. In addition to ECDL staff and regional Early Childhood Consultants, the Director is expected to provide oversight and direction to staff from different ECE divisions, using a team-based approach.

Delegated to this position are the powers and duties under the Financial Administration Act to \$250,000 and the management of a budget which may exceed \$9,000,000.

## **RESPONSIBILITIES**

### **1. Provide strategic leadership and direction to improve early childhood services in the NWT.**

- Develop and deliver workshops, in-services, courses, briefings, and presentation to promote projects and approaches established by ECE, in response to articulated needs and Departmental priorities;
- Develop policies and procedures for the provision of early childhood development and care, and instructional and support services in JK - Grade 12 schools in the NWT, specifically related to early learning from 0 to age 8;
- Research and make recommendations on program and instructional methodologies and support services to education bodies and regional offices to be used in all early childhood programs and schools of the NWT;
- Support NWT Aboriginal governments in the operation of Aboriginal language nest programs, in addition to licensing and inspections of the programs according to early childhood legislation;
- Advise education bodies and other groups and agencies with respect to divisional and departmental priorities for ECD and JK – Grade 12 student wellness, achievement and success;
- Facilitate the implementation of new services as a result of change management initiatives;
- Monitor, assist and support the activities of all ECE sponsored initiatives that have an impact on ECD, JK – Grade 12 Student Achievement, and postsecondary programming to ensure results are maximized;
- Actively promote and support the use of official languages and culture-based education in NWT early childhood programs and JK – Grade 12 schools, as defined in the ALCBE Ministerial Directive;
- Research academically and pedagogically sound professional development

practices for early childhood practitioners and educators with the goal of improving instruction and assessment strategies in early childhood programs; and

- Ensure that resources, activities and programs are congruent with established departmental philosophy and are culturally relevant and appropriate.

**2. Provide strategic leadership and direction to the ECDL Division and support the integrated work of Early Childhood Development and Education Renewal to improve the effectiveness of education programs and services.**

- Oversee and direct the work of the interdivisional working groups under the Education Renewal Action Plan;
- Monitor, assist and support the activities of all ECE sponsored initiatives that have an impact on ECD and JK-12 student achievement programming to ensure results are maximized; and
- Ensure that supports, activities and programs are congruent with established Departmental philosophy and directions and are culturally relevant and appropriate.

**3. Oversee and align the financial and human resource operations of the ECDL Division with Departmental goals, strategies and general best practices.**

- Collaborate with the Director of Finance and Capital Planning (FCP) to ensure compliance with the procedures and guidelines set out by the *Financial Administration Act* (FAA) and the *Financial Administration Manual* (FAM) for procurement;
- Negotiate and establish contracts, budgets and projects to ensure that the goals of the Department are achieved;
- Provide financial accountability for fiduciary responsibilities that are part of the Business Planning, Main Estimates, fiscal budgeting and variance reporting, including allocation of contribution agreements and grants in collaboration with FCP;
- Plan and direct activities to ensure that approved objectives and budgets are met in an efficient manner consistent with GNWT and ECE operational policies and procedures;
- Collaborate with the Director of PRE to evaluate programs and services, contribution agreements and grants, and prepare appropriate strategic frameworks, action plans and operational plans with recommendations to the ADM;
- Provide overall strategic leadership support and direction to staff, assigning projects and other tasks at the beginning of each fiscal year consistent with multi-year Action Plans and Strategic Plans or Frameworks, evaluating them annually;
- Prepare annual performance reviews for all staff;
- Recruit new staff and staff vacant positions; and

- Perform annual performance reviews that include career counseling to staff, provision of professional development and training opportunities to assist staff in achieving career potential, and succession planning.

**4. Perform duties assigned by the Minister of ECE, the DM and ADM.**

- Support the coordination of the GNWT's responses to the Legislative Assembly Standing Committees and/or Special Committee reports, or other inquiries;
- Prepare Executive Committee submissions, such as decision papers, information items, Financial Management Board (FMB) submissions and Ministerial briefings as required;
- Participate constructively in the Education and Culture Branch Leadership Team and contribute to the leadership of all systems related to Branch mandates working collaboratively with Directors of TL, EOD, HWSS, ALLS & CH;
- Serve as representative of GNWT/ECE on national, territorial and regional organizations, boards, councils, and committees;
- Respond to, lead, and participate in Council of Minister of Education, Canada (CMEC) initiatives, meetings, committees, and working groups, in respect to relevant initiatives, as required;
- Represent the GNWT/ECE as a member of working groups established by CMEC;
- Review, analyze, and complete documents and questionnaires as required, and brief DM and ADM as required, recommending responses or actions as appropriate; and
- Participate in committees, task forces and steering committees as required.

**5. Facilitate lateral cooperation between ECE staff, and GNWT Departments, education bodies, Indigenous Governments, Aurora College, the NWTTA and other agencies.**

- Consult and work closely with ECE staff, and partners outside of ECE responsible for other initiatives, to ensure efforts are coordinated for best effect; and
- Collaborate with the Manager of ECE Public Affairs to identify and develop public relations and promotional opportunities to inform the public and interested partners on key activities related to early childhood, JK-12 student achievement, Aboriginal language revitalization, and education renewal.

**6. Participate constructively in the senior management team of the Department of ECE and contribute to the senior leadership of all systems related to the Department's mandate.**

**7. Act as the ADM, Education and Culture, as required.**

**8. Perform other tasks, duties and functions as assigned by the ADM, Education and Culture.**

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands

### **Environmental Conditions**

No unusual demands

### **Sensory Demands**

No unusual demands

### **Mental Demands**

The incumbent will be exposed to frequent conflicting interests and perspectives, and works in an environment where there are political and public expectations and diverse client needs which require diplomacy and sound judgment, particularly during Legislative Assembly sittings. The incumbent works with and around individuals affected by trauma and may be exposed to vicarious trauma. The incumbent will also be expected to travel at various times throughout the year.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Effective communication with GNWT departments, agencies, federal government and official Indigenous languages communities;
- Cross-cultural experience and ability to work effectively in highly politicized situations;
- Seasoned knowledge of classroom teaching at the JK – Grade 12 level;
- Ability to critically analyze, synthesize, organize and present information gathered through research and evaluation;
- Knowledge of and ability to understand and implement legislation;
- Knowledge of and ability to understand and interpret employment agreements;
- Expertise in leading inclusion in schools;
- Deep knowledge of child development, pedagogy and instructional leadership, with explicit, technical expertise in student support including:
  - o Team development and implementation;
  - o Curriculum accommodation, modification and assessment;
  - o Early childhood, primary, secondary and postsecondary education; and
  - o Indigenous culture-based education.
- Extensive and intimate knowledge of the NWT communities, Indigenous peoples' cultures, and Indigenous worldview and ways of knowing;
- Extensive knowledge of current NWT Aboriginal leadership, leadership systems and community leaders, including Aboriginal language communities;
- Awareness of the importance of traditional knowledge, language and culture;
- Accountable for developing and motivating a collaborative, inspirational team of staff and partners, internal and external to the HWSS, working toward a shared goal;

- Ability to develop relationships, work collaboratively and communicate effectively with colleagues within ECE, other GNWT Departments and agencies, Indigenous Governments, education bodies, the NWTTA, ECD regional offices, Aurora College, postsecondary institutions and community members;
- Understand ECE Departmental philosophy, curricula, directives, strategic frameworks, policies and approaches, and model best practices;
- Ability to develop or coordinate the development of curricula, strategies, research projects, literature reviews, resources and support materials;
- Ability to work cooperatively in team situations;
- Strong coordination, facilitation and interpersonal skills demonstrated in a variety of diverse cultural and community contexts;
- Strong strategic thinking skills and sound judgment in decision making;
- Knowledge of contracts required to support particular projects and initiatives;
- Excellent written communication skills for a variety of purposes including Ministerial and Departmental briefing notes and correspondence, policy, and curriculum documents;
- Demonstrated expertise in delivering workshops in an educational environment;
- Demonstrated skill in business and financial planning and reporting;
- Effective use of computer technology for purposes of communication and presentation;
- Ability to manage time and tasks efficiently and effectively;
- Ability to initiate and lead work independently; and
- Ability to manage and lead effective staff teams.

**Typically, the above qualifications would be attained by:**

Completion of a Master's Degree in Early Childhood Education, Education, or a related field, in addition to 10 years of successful early childhood or JK – Grade 12 classroom teaching experience or training, including a minimum of five (5) years in a managerial and/or senior policy role.

Preference will be given to a candidate who has experience in early childhood development within a Northern context and is eligible for NWT teacher certification. Proficiency of the incumbent in at least one NWT Indigenous language or French would be an asset.

**ADDITIONAL REQUIREMENTS**

**Position Security (check one)**

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

**French language (check one if applicable)**

- ☐ French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION



Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐  
READING COMPREHENSION:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

WRITING SKILLS:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

☐ French preferred

**Aboriginal language:** To choose a language, click here.

☐ Required

☐ Preferred