



IDENTIFICATION

| Department | Position Title | |
|-----------------------------------|--|------------------------|
| Education, Culture and Employment | Assistant Deputy Minister, Education and Early Childhood | |
| Position Number | Community | Division/Region |
| 71-0427 | Yellowknife | District |

PURPOSE OF THE POSITION

The Assistant Deputy Minister (ADM), Education and Early Childhood is responsible for a broad range of activities associated with early childhood development, Junior Kindergarten (JK) – Grade 12 (JK-12) educational development, literacy, and setting the standards and funding the operation of adult and post-secondary education programming. The ADM is responsible for providing leadership for the overall system of activities which is managed by a complex series of education bodies, agencies, non-government and Indigenous organizations who have direct interest and responsibilities for related programs and services. At the broadest level, the ADM directs the establishment of a legislative and regulatory framework for the operation of early childhood, junior kindergarten to grade twelve (JK-12), and adult and post-secondary programs and services.

The ADM provides a leadership role in key aspects of Ministry operations such as the development and recommendation of curriculum standards; licensing and inspection of early childhood programming; development, implementation, and monitoring of Ministerial Directives for Divisional Education Bodies; teacher, principal and instructor certification; the implementation of accountability mechanisms; and directing the Ministry functions associated with early childhood, education, and post-secondary programs and services.

SCOPE

This position is based in Yellowknife and reports to the Deputy Minister of Education, Culture and Employment (ECE). This is one of four senior positions reporting to the Deputy Minister. The other positions are the ADM of Labour and Income Security, the ADM of Languages and Culture, and the ADM of Corporate Services.



The ADM is appointed by the Minister of ECE, as the Science Advisor responsible for the administration of the *Scientists Act* in the Northwest Territories (NWT).

As well, the ADM serves as a member of the Departmental Executive Committee that sets direction and approves policy for the organization.

The Education and Early Childhood Branch is responsible for the development and evaluation of education programs for licensed early childhood programs; for programs and services in grades JK-12 schools; and for planning and direction of post-secondary education policy, programs and initiatives. As well, the branch is responsible for the territory's scientific research agenda and the GNWT's scientific research licensing program which sets quality standards and ensures best practices related to conducting scientific research. Programs and services of the branch are delivered through licensed early childhood centres and family day homes, departmental staff, elected education bodies, and arms-length boards and agencies.

As the Department of ECE has undertaken a process of significant renewal, independent initiatives and approaches often no longer stand alone. It is expected that the ADM will work closely and collaboratively with all ECE ADMs and staff, and representatives from other Government of the Northwest Territories (GNWT) Departments, Indigenous Governments, education bodies, early childhood educators, junior kindergarten to grade twelve (JK-12) educators, the Northwest Territories Early Childhood Association (NWTECA), the Northwest Territories Teacher's Association (NWTTA), NWT post-secondary institutions, non-government agencies, as well as the public, including students, parents and the community.

The ADM manages a wide variety of programs, all of which contribute to the growth and development of NWT children, youth, and adults. Improving readiness to learn for children; mental health and wellness in children and youth; student performance and achievement across the education system; and enhancing student transition between school and post-secondary / work activities all contribute to supporting NWT capable persons who are able to fully engage in the opportunities available within the NWT.

The Northwest Territories (NWT) continues to experience rapid and comprehensive change. Socio-economic change, coupled with political development, require the ADM to actively promote a vision for the early learning and child care sector as well as the JK-12 education system which are both responsive and accountable. ECE licenses, regulates and funds, but does not operate, over 100 early learning and child care programs in the NWT with a total of nearly 2,000 licensed spaces. Licensed programs are operated by non-profit organizations, community and Indigenous governments, and private business owners. The ADM works directly with the directors/superintendents of ten publicly-elected education bodies, each of which are



responsible for school program delivery in their area. Approximately 8,500 students in almost 50 schools are served by these organizations.

To support early learning and child care programs, the ADM directs the development and implementation of innovative changes and policy development required to transform the early learning and child care system by increasing the quality, accessibility, affordability, flexibility, and inclusivity of programs available to NWT families.

To support school programs, the ADM directs the development and implementation of suitable curriculum, standards and assessments which meet the needs of students and their communities as well as reflect standards set by the other western Canadian jurisdictions. Student successfully completing studies are prepared for post-secondary education and training, work and productive participation in their communities. In addition, the ongoing development and certification of school educators and administrators is also a key responsibility.

Increasingly, the ADM is called upon to support public accountability in key result areas. Goals for the early learning and child care system include the following: advancing universal childcare by increasing availability and affordability, sustainability for programs that do not charge fees; the creation of spaces and sustainability of current programming for children from birth to age 11; and equitable access to regulated child care for vulnerable children, children from diverse populations and children needing enhanced or individuals supports. Goals for the education system include the following: improved readiness to learn for children; improved mental health and wellness in children and youth; improved student performance and graduation; meeting a broad range of student needs and enhancing student transition between school and post-secondary / work activities. An essential element of the responsibilities is establishing effective systems to ensure successful individual, family, and systems-wide results.

All work must be accomplished within an environment in which there are limited financial resources and in which governance is ever-changing. As a result, it is important that the ADM be visionary both in terms of addressing long-term early child care and education goals, and also in building close and effective working relationships with individuals and organizations that have commitment and resources to promote human development. This work is accomplished through negotiated agreements with the Government of Canada in key areas of GNWT priorities (i.e. Minority Language and Second Language Instruction, Early Learning and Child Care, and Official Languages).

Reporting directly to the ADM, Education and Early Childhood are four Directors (HQ) and an Executive Secretary.



Director, Early Learning and Child Care

The Director, Early Learning and Child Care (ELCC) position is accountable for providing strategic leadership and direction in the development, implementation, and maintenance of ELCC programming throughout the territory. This is accomplished through the oversight of comprehensive licensing, inspections, and monitoring process conducted by Regional ECE offices and in compliance with the *Northwest Territories' (NWT) Child Day Care Act* and related regulations. Aspects impacting ELCC include safety, quality, funding, certification, and compensation for early childhood educators. In addition, there are responsibilities related to the NWT's *Education Act* and regulations as it relates to Junior Kindergarten (JK) and Kindergarten (K) programming in the public education system. The Director is expected to collaborate with staff within other Government of the Northwest Territories' (GNWT) departments, Indigenous Governments and federal departments to lead the work in this area. The Director works within a regulated environment and must work in accordance with the *Child Day Care Act, Education Act, Post-Secondary Education Act, Official Languages Act of the NWT*, and the *Financial Administration Act*.

Director, JK-12 Student Services

The Director of JK-12 Student Services is accountable for all aspects of the development, expansion, implementation and evaluation of system-wide supports to the NWT education system. The Director ensures equitable service delivery of student-centered services across all schools and communities, including NWT-wide career exploration and student transition programs and supports designed to guide students and youth in selecting post-secondary education or training programs for a range of occupations and programming across the territory; and the Northern Distance Learning (NDL) program and associated instruction and school supports. The Director is also accountable for the strategic planning, coordination, and implementation of an integrated service delivery (ISD) framework that enables interprofessional partners to better work together to meet the needs of NWT children and youth with complex needs. The Director works within a regulated environment and must work in accordance with the *NWT Education Act, Post-Secondary Education Act, Official Languages Act of the NWT*, and the *Financial Administration Act*.

Director, JK-12 Education System Services

The Director of JK-12 Education System Services (ESS) is accountable for providing system-wide leadership, strategic planning, and direction to maintain and improve the operational effectiveness and accountability of education bodies and schools in the Northwest Territories (NWT). The Director is also accountable for all aspects of the development, implementation and maintenance of instructional and school support services including curriculum, student assessment, inclusive schooling, Indigenous language and culture-based programming, and school-based mental health and wellness, the provision of NWT teacher certification services, and the NWT student information systems. The Director is also accountable for the



development and monitoring of education body policies, program assessment, and professional development, in-service, and support of elected members of education bodies, their senior staff, and educators in schools. The Director works within a regulated environment and must work in accordance with the *NWT Education Act*, *Post-Secondary Education Act*, *Official Languages Act of the NWT*, and the *Financial Administration Act*.

Director, Post-Secondary Education

The Director, Post-Secondary Education (PSE) is accountable for providing system-wide leadership, strategic planning and direction for post-secondary education policy, programs and initiatives delivered across the territory. The Director is the primary point of contact with the NWT's post-secondary education institutions, including Aurora College, and is accountable for all aspects of the development and delivery of equivalency programs, issuance of the Territory's mature graduation diploma and literacy initiatives. The Director is also accountable for the territory's scientific research agenda and is responsible for the GNWT's scientific research licensing program. The Director works within a regulated environment and must work in accordance with the *NWT Education Act*, *Post-Secondary Education Act*, *Official Languages Act of the NWT*, *Scientists Act*, and the *Financial Administration Act*.

DIMENSIONS

- Reporting Positions (5 direct, and 64 indirect)
- Compensation & Benefits (\$10.3M)
- Operations & Maintenance (\$4.7)
- Grants & Contributions (\$231,065)
- Amortization (\$13M)

RESPONSIBILITIES

1. Uphold and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace. Practice and ensure that any subordinate management and supervisory roles also prioritize staff mentorship and on-the-job training, including staff development in annual general objectives.
2. Provide executive level expertise, advice and strategic recommendations to the Deputy Minister and Minister on legislation, policies and strategic initiatives related to early learning and child care programs and services, and JK-12 and post-secondary education programs services. This will include Ministerial briefing notes, Cabinet and Financial Management Board submissions, correspondence, and reports.



3. Lead the development of strong, effective partnerships and alliances with Indigenous Governments, the Government of Canada, other GNWT departments, early learning and child care operators, Jk-12 education bodies, post-secondary education institutions, the Northwest Territories Early Childhood Association (NWTECA), and Northwest Territories Teacher's Association (NWTAA), and other stakeholders and partners to establish cooperative programming designed to meet the needs of the NWT children, students, and families.
4. Direct research and analysis on early childhood and education issues, to direct policy and program development, implementation, evaluation and revision of major initiatives designed to support the growth, development, and preparedness of children, youth, and adults to successfully engage in the opportunities available within the NWT.
5. Lead consultation and engagement activities with a wide range of partners and stakeholders to gather feedback on early childhood and education priorities, programs and services.
6. Oversee the development and implementation of broad-based, interdepartmental government frameworks, strategies and agreements, including performance measures and reporting requirements.
7. Negotiates with the Government of Canada on joint federal/territorial agreements, programs and initiatives.
8. Oversee the management of third-party service agreements operated on behalf of the Government of Canada, industry and Indigenous Governments.
9. Provide strategic expertise, advice, and recommendations to the lead negotiator during collective agreement negotiations for the Government of the Northwest Territories (GNWT) at the Northwest Territories Teachers' Association (NWTAA) bargaining table.
10. Direct the development and revision of all legislative and policy initiatives, including legislative amendments, inter-departmental and inter-governmental protocols and agreements consistent with the goals and strategic priorities of the Legislative Assembly.
11. Accountable for the management, design, organization, operation and delivery of the transformation of the early learning and child care sector to ensure the establishment of a high-quality, affordable, accessible, and inclusive early learning and child care system.
12. Accountable for the management, design, organization, operation and delivery JK-12 education programs and services (territorial-based support team, career and education



advising, northern distance learning, JK-12 school programs, teacher certification and professional development, student records and systems services).

- 13.** Accountable for the management, design, organization, operation and direction of post-secondary education policy, programs and initiatives (equivalency programs, the Territory's mature graduation diploma, literacy initiatives, etc.), and the scientific research agenda including the GNWT's scientific research licensing program.
- 14.** Accountable for the administration and enforcement of the *Child Day Care Act*, and the management and operation of related licensing and inspections.
- 15.** Accountable for the strategic leadership, direction, and administration of instructional and leadership standards for the JK-12 education system through educator standards, and teacher, principal, and instructor certification processes.
- 16.** Advanced interpersonal skills for directing and coordinating activities at multiple levels and communicating positively with professionals at all levels within the organization, across government, and inter-governmentally.
- 17.** Direct the development of legislation, regulations, departmental directives ad policies for NWT Education Bodies.
- 18.** Evaluate, monitor, and assess results from program and service delivery of branch activities.
- 19.** Ensure human resource procedures regarding staffing, developmental assignments, succession planning, and discipline are followed in accordance with GNWT policies.
- 20.** Ensure financial administration procedures related to budgets, variance reports, salaries and other financial matters are followed in accordance with GNWT policies.
- 21.** Participate in strategic and other planning activities of the Department.
- 22.** Represent the Department at the senior official level on a wide range of intra-governmental and inter-governmental committees dealing with early childhood development, early learning and child care, JK-12 education programming, minority languages and second language instruction, Indigenous language and culture education, adult learning and post-secondary education, and scientific research licensing.



WORKING CONDITIONS

Physical Demands

No unusual demands

Environmental Conditions

No unusual conditions

Sensory Demands

No unusual demands.

Mental Demands

The incumbent must manage deadlines and competing priorities. The position works with individuals who hold strong views which may disagree with the overall direction of the GNWT or ECE.

The position works with and around individuals affected by trauma and may be exposed to vicarious trauma.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the NWT and federal social/political environment.
- Ability to acquire knowledge of NWT communities, Indigenous peoples' cultures, and Indigenous worldview and ways of knowing.
- Ability to acquire knowledge of intergovernmental affairs, processes, and protocols.
- Knowledge of parliamentary, legislative and policy processes and protocols.
- Knowledge of policy development, communications planning, strategic planning, budgeting and program management and an ability to apply this knowledge in a rapidly changing and complex governance structure.
- Knowledge of, and ability to, understand and interpret employment agreements.
- Knowledge of northern culture and the environment;
- Knowledge of program planning, development and evaluation.
- Ability to analyze, interpret, and evaluate a wide range of information build and maintain excellent working relationships with representatives of Indigenous governments.
- Ability to acquire knowledge of current trends related to early childhood development, child and youth mental health and wellness, JK-12 education systems, adult learning and post-secondary education services
- Ability to work effectively with Northern Indigenous governments and organizations.



- Project management and organizational skills and an excellent ability to lead complex projects from development to implementation.
- Knowledge of human resource, financial, and operational management practices.
- Oral and written communication skills and ability to prepare presentations, briefing notes, charts and graphs, reports and publications for a wide variety of audiences.
- Judgment and problem-solving skills to deal with a variety of issues, many of which are immediate, sensitive, and controversial.
- Planning and organizational skills to translate the government and departmental vision into achievable goals and actions.
- Ability to analyze, interpret and evaluate a wide range of information and to apply it within the unique socio-political environment of the NWT.
- Ability to build and maintain excellent working relationships with colleagues in the GNWT, with colleagues working across multiple systems in ECE, and with partners outside of government.
- Ability to lead a multi-faceted, professional team in a cross-cultural environment.
- Ability to effectively represent ECE and its position accurately and professionally in a variety of consultations, meetings, presentations, and other situations.
- Ability to anticipate issues and needs to provide support to staff, partners and stakeholders
- Ability to work effectively and diplomatically with a wide range of internal senior managers as well as external stakeholders and senior representatives.
- Ability to make effective decisions involving multiple considerations.
- Ability to work under pressure and effectively delegate in an environment with compressed deadlines and multiple deliverables.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

Completion of a University degree in the social sciences or a related field, and ten (10) years of related experience, including three (3) years of management experience.

Equivalent combinations of education and experience will be considered.

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

Indigenous language: Select Language

- Required

- Preferred