



## 0432 IDENTIFICATION

Department	Position Title	
Education, Culture and Employment	Director, JK-12 Education System Services	
Position Number	Community	Division/Region
71-0432	Yellowknife	JK-12 Education System Services/HQ

### PURPOSE OF THE POSITION

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.

### SCOPE

The Director, JK-12 Education System Services is based in Yellowknife and reports to the Assistant Deputy Minister (ADM) of Education and Early Childhood.

A key priority of the Legislative Assembly of the NWT, and the Department of Education, Culture and Employment (ECE), is to increase student education outcomes to the same level as the rest of Canada. Ensuring that NWT students have access to a high-quality education regardless of the community they live in or their size of their school, modernizing the education system and leading fundamental changes that focus resources and system-wide efforts on student learning and well-being will ensure NWT students grow into healthy, capable people.



A key function of the Department is to develop, implement, and evaluate quality programs and services that maximize student success and promote the value of education. 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 also expected to have high levels of expertise within the areas of educational change, inclusive schooling and student support, language and culture, and curriculum and assessment.

As the Department of Education, Culture and Employment (ECE) has undertaken a process of significant renewal, independent initiatives and approaches often no longer stand alone. 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, Boards and Agencies, Indigenous Governments, education bodies, early childhood educators, NWT post-secondary institutions, non-government agencies, as well as the public, including students, parents and the community.

Key to success in this position is the management and general oversight of intra and inter-departmental files and priorities. Thus, the Director must work closely with program and senior managers of ECE and other GNWT departments, and also with senior managers of education bodies, in the facilitation of evidence-based decision-making. The Director must devise innovative and well-integrated solutions to complex problems. To this end, ECE expects all senior managers to do their part in the attainment of the following outcomes:

- Lateral, systems-wide thinking in support of program integration wherever possible;
- Holistic and multi-disciplinary approaches to complex problem areas;
- Leaner, more efficient service delivery;
- Well-defined project charters, including implementation plans and pre-approved budgets for larger departmental projects;
- Evidence-based decision-making;
- Solid research supporting ECE's mandate;
- Matrix management and inter-departmental collaboration;
- Transparent communication in support of public accountability;
- Clearly articulated roles and responsibilities between ECE, partners and stakeholders (i.e., improving the governance and accountability frameworks with ECE's partners); and
- Strategic partnerships across sectors, communities, and government agencies.

The JK-12 Education System Services division sets standards for educator development and certification, and funds the operation of programs and services designed to raise outcomes for all students in terms of equity and quality. The division provides direct support to education



bodies and schools to raise quality through school improvement, educator development, and program assessment. The division is responsible for implementing strategic initiatives that support how the system is organized to deliver education policy in terms of governance and funding.

The Director 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.

The Director must work in accordance with the *NWT Education Act*, the *Official Languages Act of the NWT*, the *NWT Child Day Care Act*, the *Financial Administration Act*, and all related regulations, policies, guidelines, directives, strategies, and procedures.

Areas of responsibility in the division include:

#### **Teacher Certification and Professional Development**

This section is responsible to develop, implement and maintain services related to teacher certification, educator professional development, including development and monitoring of policies and programs for education bodies related to educator development and certification.

#### **Student Records and System Services**

This section is responsible to provide training, support and maintain of the NWT student information system, including student records, as well as provide support for education system operations and the development of appropriate education body policies related to governance, operations and information management. This section is responsible to develop, implement and provide training to elected education body officials.

The following two sections report to the Director of ESS through the Assistant Director, JK-12 Education System Services:

#### **JK-6 School Programs**

This section is responsible for the development, implementation and monitoring of student-centered/family-centered, culture-based, process-oriented, research-based activities related to the delivery of grades JK-6 school programs, including policy development and research. It is also responsible to ensure that requirements under the *NWT Education Act*, the *Official Languages Act* of the NWT, all related regulations and directives are met.

#### **Grades 7-12 School Programs**

This section is responsible for the development, implementation and monitoring of student-centered/family-centered, culture-based, process-oriented, research-based activities related to the delivery of grades 7-12 school programs, including policy development and research. It is



also responsible to ensure that requirements under the *NWT Education Act*, the *Official Languages Act* of the NWT, all related regulations and directives are met.

## **DIMENSIONS**

- Reporting Positions: 23 (3 direct, 20 indirect)
- Compensation & Benefits (\$3,510,000)
- Operations & Maintenance (\$2,033,000)
- Grants & Contributions (\$174,477,000, including School Funding Framework)
- Amortization (\$13,025,000)

## **RESPONSIBILITIES**

1. Uphold and consistently practice 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. 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.
3. Provide expert advice and support to a variety of federal, provincial, and territorial stakeholders related to curriculum and assessment, inclusive schooling, Indigenous language and culture-based education, student achievement, and education system governance.
4. Lead the development, design, implementation and evaluation of departmental programs, projects, and policies within the areas of JK-12 school programs, educator development and certification, training of elected education body officials, student records and system services.
5. Provide strategic leadership and advice to the ten (10) regional Education Bodies, to facilitate the effective, efficient, and responsive delivery of JK-12 school programs and services to NWT students and families.
6. Provide strategic leadership and advice in the implementation of inclusive education practices and Indigenous languages and culture-based education practices across JK-12 school systems.
7. Ensure the administration, registration, delivery and certification process, including the professional development specific to Educator Standards, to ensure the components of the teacher certification process is maintained.



- 8.** Provide strategic leadership and direction to the EOED division and other areas of the Education and Early Childhood branch to improve the effectiveness of education programs and services across all NWT JK-12 schools.
- 9.** Lead the management of contribution agreements, grants, and other financial arrangements with education bodies and partners, for the administration and delivery of JK-12 school improvement, JK-12 educator training, and JK-12 school services programming.
- 10.** Lead the development of strong, effective partnerships and alliances with the ten (10) NWT Education Bodies, GNWT Departments, Indigenous Governments and Organizations, the Northwest Territories Teacher's Association (NWTTA), the private sector, and other stakeholders and partners, and provide interdepartmental and external public relations.
- 11.** Lead the development and revision of all legislative and policy initiatives, including legislative amendments, interdepartmental and intergovernmental protocols and agreements consistent with the goals and strategic priorities of the Legislative Assembly.
- 12.** Lead the development and monitoring of strategic initiatives to support the Department's mission and goals.
- 13.** Lead consultation and engagement activities with a wide variety of partners and stakeholders to convey NWT JK-12 education information, gather input on JK-12 education programs, services, and trends, and explain GNWT programs and services.
- 14.** Direct high-level research and analysis on JK-12 education governance, programs, and services to direct policy and program development, implementation, evaluation and revision of major public education initiatives designed to increase NWT student achievement for all in terms of equity, quality and preparing students for the future.
- 15.** Oversee the development and implementation of broad-based, interdepartmental government frameworks, strategies and agreements, including performance measures and reporting requirements.
- 16.** Provide senior level expertise, advice and strategic recommendations to the Deputy Minister and Assistant Deputy Minister on legislation, policies and strategic initiatives related to JK-12 education programs and services, educator training and certification, and governance under a decentralized model of JK-12 education. This will include Ministerial briefing notes, Cabinet and Financial Management Board submissions, correspondence, and reports.
- 17.** Lead the divisions strategic and fiscal planning, including the development of annual priorities and operating plans, main and capital estimates, monitoring and forecasting expenditures, variance reporting, year-end activities and contracting functions.



18. Lead the division's human resources, including recruitment, staff training, career guidance, performance evaluation, and succession planning.
19. Represent the Department on a wide range of intragovernmental and intergovernmental committees dealing with JK-12 education programs and services, educator development and certification, student records and system services, including acting as spokesperson for the Department with the media on matters related to JK-12 education programs and services, educator development and certification, student records and system services.

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands

### **Environmental Conditions**

No unusual demands

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

The work involves some travel, and encounters competing priorities and deadlines. 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.
- Knowledge of the NWT JK-12 education system.
- Knowledge of child development and instructional leadership, with technical experience in educator development, including:
  - Education systems and operations;
  - Curriculum accommodation, modification and assessment;
  - Team development and implementation;
  - Indigenous culture-based education and inclusive schooling; and
  - Early childhood, primary, and secondary education; and
- Ability to acquire knowledge of the NWT communities, Indigenous peoples' cultures, and Indigenous worldview and ways of knowing.
- Ability to acquire knowledge of current NWT Indigenous leadership, leadership systems and community leaders, including Indigenous language communities.
- Ability to acquire knowledge of national and territorial legislation, policies and



standards concerning JK-12 education governance, programs and services, educator standards and certification.

- Knowledge of program planning, development, and evaluation.
- Knowledge of project management and the ability to lead large and complex projects from development to implementation.
- Knowledge of the principles and practices of performance measurement.
- Knowledge of strategic planning, budgeting, and program management.
- 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.
- Ability to lead a multi-faceted, professional team in a cross-cultural environment.
- Ability to manage a variety of diverse work assignments and projects in a rapidly changing environment.
- Ability to effectively represent ECE and its position accurately and professionally in a variety of consultations, meetings, presentations and other situations.
- Ability to act independently and 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 Education, Education Leadership, Public Administration, or a related field; and eight (8) 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