



IDENTIFICATION

Department	Position Title	
Education, Culture and Employment	Director, JK-12 Student Services	
Position Number	Community	Division/Region
71-14923	Yellowknife	JK-12 Student Services/HQ

PURPOSE OF THE POSITION

The Director of JK-12 Student Services is accountable for all aspects of the development, expansion, implementation and evaluation of the Northern Distance Learning (NDL) program, and associated instruction and school supports, to ensure that students receive a high quality of education that meets their needs.

The Director is also accountable for the development, delivery and evaluation of 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.

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 meeting the needs of NWT children and youth.

SCOPE

The Director, Student 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 ensure that all NWT students have access to high quality education programs that promote student success and well-being. Enabling teachers to meet the diverse needs of students, including those who experience significant barriers to learning, as well as leading fundamental changes that focus resources and system-wide efforts on student learning and well-being will help ensure NWT students grow into healthy, capable people.



A key function of the Department is to develop, implement and evaluate student and family-centered, culture-based, research-based, interactive, experiential, competency-based, and cognitively challenging education. The Director is responsible for recommending and leading innovative changes, establishing new directions and developing policy to facilitate the implementation of new services that are child/youth focused and family-centered.

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);
- Strategic partnerships across sectors, communities, and government agencies.

The Student Services division encompasses multiple areas of support to students and the JK-12 system in the areas of career and education advising, distance learning programming, and integrated services ensuring teaching and learning environments meet student needs.

The Director works closely with the corporate services divisions of ECE to ensure the development, implementation, monitoring, and evaluation of sound pilot projects, strategic Frameworks, Action Plans, education body compliance to Ministerial Directives, and a number of other programs and initiatives that support student success and well-being.



The Director is responsible for coordination with the Director of Education Operations and Educator Development to ensure alignment between the work of both divisions and efficiencies and lessons-learned across both divisions.

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 *NWT Health Information Act*, the *NWT Professional Services Act*, the *Financial Administration Act*, and all related regulations, policies, guidelines, directives, strategies, and procedures.

Areas of responsibility in the division include:

Territorial-Based Support Team

This section is responsible to support education body staff to work with students with complex needs through consultations (student, classroom, or team focused), professional development, in-services, training and developing protocols and procedures. This section works closely with education body staff to ensure that students are provided with support services to learning which include, among others, speech and language therapy, occupational therapy, and mental health and wellness. This section provides consultative support to schools, education bodies, and other government divisions and departments.

Career and Education Advising

This section is responsible to assist NWT grades 9-12 students to learn career-management skills to help them explore and navigate their current learning and work opportunities and to prepare for their future after high school. This section is responsible to develop, implement, and monitor individualized and group career and education advising programs for students in grades 9-12.

Northern Distance Learning

This section is responsible for the ongoing development, implementation, and evaluation of the NDL program with a focus on NWT high school curriculum, inclusive schooling and student support services for all participating educational jurisdictions in the NWT to ensure that students receive a high quality of education that meets their needs.

DIMENSIONS

- Reporting Positions: 19 (4 direct, 16 indirect)
- Compensation & Benefits \$2,929,000
- Operations & Maintenance \$1,066,000
- Grants & Contributions \$2,095,000



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 student-based supports, mental health and wellness support, counselling services, and overall student health.
4. Lead the development, design, implementation and evaluation of departmental programs, projects, and policies within the areas of JK-12 teaching and learning, inclusive schooling, career exploration and student transition programs, support for education body staff, and safe schools.
5. Provide strategic leadership and advice to the ten (10) regional Education Bodies to facilitate the effective, efficient and responsive delivery of JK-12 programs and services to NWT students and families.
6. Provide strategic leadership and advice on the implementation of the NDL program and career and education advising services across JK-12 school systems.
7. Lead the continuing development, implementation, coordination, and evaluation of an NWT integrated services delivery model that is grounded in collaborative consultation enabling professionals with different expertise to provide effective programs for students.
8. Lead the management of contribution agreements, grants, and other financial arrangements with education bodies and partners, for the administration and delivery of JK-12 programs and services.
9. Lead the development of the Territorial-based Support Team (TBST) and ensure ongoing collaboration with the Department of Health and Social Services, including service provision agreements and integrated work.
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 post-secondary sector, 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.**Direct high-level research and analysis on JK-12 student support services, instructional methodologies and competency-based education programs, and services to direct policy and program development, implementation, evaluation and revision of major public education initiatives designed to ensure equitable access to high quality education for NWT students.
- 14.**Oversee the development and implementation of broad-based, interdepartmental government frameworks, strategies and agreements, including performance measures and reporting requirements.
- 15.**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 integrated programs and services, inclusive education, student transitions, and distance learning under a decentralized model of JK-12 education. This will include Ministerial briefing notes, Cabinet and Financial Management Board submissions, correspondence, and reports.
- 16.**Lead the division's 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. Contribute to the Department's strategic and fiscal planning, including the development of business and capital plans.
- 17.**Lead the division's human resources, including recruitment, staff training, career guidance, performance evaluation, and succession planning.
- 18.**Represent the Department on a wide range of intragovernmental and intergovernmental committees dealing with JK-12 health and wellness programs and services, career and education counselling, and distance learning programs, including acting as a spokesperson for the Department with the media on matters related to JK-12 student 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

- Ability to acquire knowledge of the NWT and federal social/political environment.
- Ability to acquire knowledge of the NWT JK-12 education system.
- Knowledge of child development, pedagogy and instructional leadership, with explicit, technical expertise in student support including:
 - Inclusive schooling and student support;
 - Curriculum accommodation, modification and assessment;
 - Early childhood, primary, secondary and post-secondary education;
 - Educational advising methods and processes; and
 - Indigenous culture-based education.
- 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 systems, inclusive schools, safe schools, and professional services.
- 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, Social Sciences, 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