



IDENTIFICATION

Department	Position Title	
Education, Culture and Employment	Manager, Northern Distance Learning	
Position Number	Community	Division/Region
71-15337	Yellowknife	JK-12 Student Services/HQ

PURPOSE OF THE POSITION

The Manager, Northern Distance Learning, is responsible for the provision of the Northern Distance Learning (NDL) program in the Northwest Territories, including the development, expansion, implementation, in-service and evaluation of the NDL program for all participating educational jurisdictions to ensure that students receive a high quality of education that meets their needs.

SCOPE

Located in Yellowknife, the Manager, Northern Distance Learning (Manager) reports to the Director of the JK-12 Student Services (SS) Division, and is responsible for the effective development, coordination, and expansion of the NDL program. This position also works with education bodies to ensure the effective functioning and accountability of the program, as well as the provision of in-service and training to education body staff. The position has direct reports and controls a budget of up to \$500,000, with spending authority up to \$20,000 and contract authority up to \$20,000.

This position works in accordance with the *NWT Education Act and Regulations*, the *NWT Official Languages Act*, the *Child Day Care Act*, the *Archives Act*, the *Access to Information and Protection of Privacy Act*, the *Financial Management Act*, the NWT Teachers' Association Collective Agreements, and all related regulations, policies, guidelines, directives, strategies and procedures.

The Manager works in collaboration with ECE staff, Government of the Northwest Territories (GNWT) Departments, the NWT Teachers' Association, education bodies, colleagues and educators from across the NWT, Yukon, British Columbia and other jurisdictions in Canada, often in a team-based approach, following current foundational frameworks and their corresponding action plans.

This position requires the incumbent to travel at various times throughout the year.



RESPONSIBILITIES

1. Lead the development, implementation, in-service and evaluation of the NDL program and services for all participating educational jurisdictions in the NWT.

- Lead the analysis, research, and reporting on NDL program and curriculum needs in the education system in cooperation with education bodies and regional offices of the Department.
- Lead and coordinate the activities of the NDL Unit to ensure the effective administration of the NDL program.
- Ensure that policy, directives, guidelines, program of studies, and promising practices documents and programs support Departmental priorities.
- Lead the development of workshops, in-service sessions, courses, briefings, and presentations to promote projects and approaches established as priorities within the Education and Early Childhood Branch, in response to articulated needs and departmental priorities.
- Coordinate the provision of end-user support for administrators, educators and school support staff participating in the NDL program.
- Lead the preparation of correspondence, reports and briefing materials associated with departmental functions.
- Lead the work of the NDL Working Group and coordinate the use of the NDL Steering Committee expertise.
- Assist with vendor communication, contract management and procurement, as required.

2. Lead the development, implementation, and evaluation of in-service and training for NWT education body staff.

- Lead the analysis, research and reporting on in-service and training needs in the NWT education system, in cooperation with department staff, education bodies and regional offices of the Department.
- Ensure the effective development, implementation and evaluation of training plans.
- Lead the development of workshops, in-service sessions, courses, briefings, and presentations to promote projects and approaches established as priorities within the Education and Early Childhood Branch, in response to articulated needs and Departmental priorities.
- Assist with vendor communication, contract management and procurement, as required.
- Coordinate the provision of end-user support for administrators, educators and school support staff who use approved applications.
- Evaluate outcomes of training and revise training packages as needed.

3. Advise education bodies and other groups/agencies with respect to JK-12 Student Services and departmental priorities.



- Participate in relevant departmental working groups related to the Department's mandate, inter-departmental committees, and external working groups, as required.
- Actively participate in the monitoring, evaluation and accountability activities with ECE's Planning, Research and Evaluation (PRE) Division.
- Collaborate with ECE's Policy, Legislative and Communications (PLC) Division to ensure that support, resources and activities are congruent with established departmental legislation, policies, philosophies and directions.
- Collaborate with ECE's Finance and Capital Planning (FCP) Division to negotiate, establish, and manage contracts, budgets and projects to ensure they achieve established goals in a timely and cost-effective manner.
- Ensure submission of written reports on site visits, meetings, workshops, and conferences, and write professional journals, newsletters, and educational publications to promote established priorities and provide information about JK-12 Student Services initiatives and projects.

4. Support the JK-12 SS Division with strategic and operational activities.

- Support the Director with planning and implementation of multi-year strategic and annual business plans.
- In consultation with the Director, prepare responses to the Legislative Assembly Standing Committees and/or Special Committee reports, or other inquiries.
- In consultation with the Director, prepare Executive Committee submissions, such as decision papers, information items, Financial Management Board submissions and Ministerial briefings as required.

5. Supervise and manage the unit's human and financial resources.

- Manage staff performance, including regular informal performance discussions and annual performance appraisals.
- Manage activities to ensure that approved objectives and budgets are met in an efficient manner consistent with GNWT and ECE operational policies and procedures.
- Develop staff by identifying strengths and areas for improvement, recommending professional development activities, and providing mentorship and on-the job coaching and training.
- Work with staff to address any performance or behavioral issues, including using the disciplinary process when necessary, in accordance with GNWT guidelines.

6. Act as the Director, JK-12 Student Services, as required.

WORKING CONDITIONS

Physical Demands

No unusual demands



Environmental Conditions

No unusual conditions

Sensory Demands

No unusual demands

Mental Demands

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

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge and understanding of blended and online learning philosophies, theory, pedagogy and instructional practice.
- Knowledge and understanding of child development, pedagogy, and instructional leadership.
- Knowledge of departmental philosophy, curricula, directives, policies and approaches, and model best practices as described in documents issued by the Department.
- Ability to understand NWT Indigenous cultures and educational history in order to incorporate traditional knowledge and worldviews into all aspects of the work.
- Knowledge and/or ability to acquire and apply knowledge of contracts and procurement.
- Ability to understand the impacts that colonization, instructional and structural racism and biases have had on society, in particular Indigenous people.
- Written communication skills for a variety of areas including Ministerial and departmental briefing notes and correspondence, policy, and curriculum documents.
- Coordination, facilitation and interpersonal skills demonstrated in a variety of diverse cultural and community contexts, including working with Elders and community cultural resource people.
- Ability to use computer technology for communication and presentations.
- Ability to develop or coordinate the development of curricula, strategies, research project, literature reviews, resources and support materials.
- Ability to work cooperatively in team situations including with members from a variety of backgrounds and cultures.
- Ability to critically analyze, organize and apply information gathered through research and present information in a variety of formats to various audiences.
- Ability to build strong relationships and work directly with people from other communities while incorporating their perspectives in decision-making processes.
- Ability to adapt communication styles to multiple cultural environments (e.g., when following community protocols or cultural safety protocols).
- Ability to engage the public in a culturally appropriate manner, both in writing and orally.
- Ability to manage time and tasks efficiently and effectively.

- 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:

A Degree in Education or related field, and five (5) years of relevant experience, including one (1) year of supervisory or team lead experience.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Eligibility for NWT teacher certification.

Position Security

- ☐ 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: Indigenous Language - Not Specified

- ☐ Required
- ☒ Preferred