



**IDENTIFICATION**

Department	Position Title	
Education, Culture and Employment	Educator Certification and Learning Management Coordinator	
Position Number(s)	Community	Division/Region(s)
71-15442	Yellowknife	Education Operations and Development / HQ

**PURPOSE OF THE POSITION**

The Educator Certification and Learning Management (ECLM) Coordinator is responsible to lead, manage and coordinate the development, implementation, in-service and evaluation of the ECLM platform to support the delivery of educator certification, curriculum, inclusive schooling, student support services and early childhood programming for the Northwest Territories (NWT) to ensure that children and youth receive a high quality of education that meets their needs.

**SCOPE**

Reporting to the Director of the Education Operations and Development (EOD) and located in Yellowknife, the Coordinator is responsible for managing all aspects of the ECLM platform, including educator certification, training and collaboration processes in an online environment, as well as, 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*, the *NWT Access to Information and Protection of Privacy (ATIPP) Act*, regulations, Departmental philosophies, guidelines, Frameworks and Action Plans, Ministerial Directives, curricula, and inter-jurisdictional initiatives.

The role requires being capable of creating and supporting training opportunities for adult learners in an online environment. The ECLM Coordinator will be responsible for the course content and andragogy within the learning system and configuring learning experiences, as well as coordinating and liaising with other education branch coordinators.

The Department of Education, Culture and Employment (ECE) is currently undertaking a process of renewal both in the early childhood sector and Junior Kindergarten to grade twelve (JK-12) schools. Substantial changes to curriculum and assessment approaches may result from this work. It is anticipated that this Coordinator position will require substantial interdisciplinary theme and project based work.

The Coordinator is expected to work collaboratively with the Early Childhood Development and Learning (ECDL), Teaching and Learning (TL), Health, Wellness and Student Support (HWSS), Culture and Heritage (CH) Divisions, and the Indigenous Languages and Education Secretariat (ILES), in addition to other GNWT Departments, and colleagues and educators from across the NWT, Yukon, Nunavut, and other jurisdictions in Canada, often in a team-based approach following current foundational frameworks and their corresponding action plans, and 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 Indigenous Languages and Education Policy;*  
*Skills for Success: 10-Year Strategic Framework; and*  
*Strong Cultures, Strong Territory: GNWT Culture & Heritage Strategic Framework.*

The Coordinator controls a budget of up to \$500,000, with spending authority of up to \$20,000 and contract authority up to \$200,000.

## **RESPONSIBILITIES**

- 1. Lead, manage and coordinate the development, implementation, in-service and evaluation of the ECLM platform to support the delivery of curriculum, inclusive schooling, student support services and early childhood programming for the NWT.**
  - Analyze, research, and report on the ECLM platform needs in the education system and early childhood sector in cooperation with licensed early childhood programs, education bodies and regional offices of the Department;
  - Develop, adapt, and write curriculum, policy, directives, guidelines, program of studies, and promising practices documents and programs that support Departmental priorities;
  - Develop and deliver workshops, in-service sessions, courses, briefings and presentations to promote projects and approaches established as priorities within the education branch, in response to the articulated needs and departmental priorities; and
  - Complete correspondence, reports and briefing notes associated with the Ministry functions.

**2. Lead, manage and coordinate the effective implementation and accountability of the ECLM platform.**

- Manage the communication with the ECLM platform vendor and administrator, the ECLM content, the requests for user support and system configuration;
- Lead the ECLM working group and the development of protocols and processes for online educator communities, content moderation, ownership of community knowledge and orientation to communication tools; and
- Coordinate the instructional design of a range of online training opportunities, articulation with social media platforms, and maintenance of secure files and sensitive materials in collaboration with the Registrar, Teacher Certification and information technology support staff.

**3. Provide leadership within the education system by advising education bodies and other groups/agencies with respect to Education Operations and Development Division and departmental priorities, by participating in inter-divisional working groups.**

- Participate constructively in the major ECE initiatives of the early childhood and education renewal process and in relevant departmental working groups related to the Department's mandate;
- 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; and
- Submit 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 Education Operations and Development Division initiatives and projects.

**4. Supervise casual or support staff, as required.**

**5. Act as the Education Operations and Development Division Director, as required.**

**6. Perform other tasks, duties and functions as assigned by the Education Operations and Development Division Director.**

**WORKING CONDITIONS**

**Physical Demands**

No unusual demands.

## **Environmental Conditions**

No unusual conditions.

## **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**

- Extensive knowledge and understanding of andragogic and distance learning philosophies, theory, and instructional practices within an online learning management system;
- Understanding of departmental philosophy, curricula, directives, policies and approaches, and model best practices as described in documents issued by the Department;
- Knowledge of child development, pedagogy, and instructional leadership;
- High levels of knowledge and expertise in:
  - Kindergarten, primary and secondary education;
  - Curriculum development, design and implementation;
  - Inclusive schooling and student support; and
  - Culture-based education.
- 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, including working with Elders and community cultural resource people;
- Understanding of Aboriginal culture and educational history and context in order to incorporate traditional knowledge into all aspects of the work;
- Strong ability to critically analyze, organize and apply information gathered through research and present information in a variety of formats to various audiences;
- Knowledge of contracts and procurement services required to support particular projects and initiatives;
- Ability to communicate effectively with colleagues within the Division and the Department, other Government of the Northwest Territories (GNWT) Departments and

agencies, education bodies, regional offices, postsecondary institutions, early childhood sector and people in the communities;

- Excellent written communication skills for a variety of areas including Ministerial and departmental briefing notes and correspondence, policy, and curriculum documents;
- Demonstrated expertise in delivering workshops in an adult learning environment;
- Effective use of computer technology for communication and presentations; and
- Ability to manage time and tasks efficiently and effectively.

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

Enrolment in, or completion of a Master's Degree in Education or related field, and (8) years of related work experience, including a minimum of five (5) years of successful experience developing training opportunities for adult learners in an online environment. Preference will be given to a candidate who has JK-12 Northern classroom teaching experience, 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**

- 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**

- 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: Aboriginal Language - not specified**

- Required
- Preferred