

## IDENTIFICATION

Department	Position Title	
Education, Culture and Employment	Intern – Curriculum and Assessment	
Position Number	Community	Division/Region
71-15774	Yellowknife	Curriculum Development and Student Assessment /Yellowknife

## PURPOSE OF THE POSITION

The Intern – Curriculum and Assessment is responsible for supporting the development, implementation and in-servicing of curriculum, resources, and assessment tools within the Curriculum Development and Student Assessment (CDSA) Division.

## SCOPE

Reporting to the Manager of Curriculum Renewal and located in Yellowknife, the Intern is responsible for supporting the development and inservice of curriculum, resources and assessment tools by the CDSA Division, including administrative support for the renewal of the Junior Kindergarten to grade 12 (JK-12) school curriculum.

The Intern is expected to work collaboratively with staff within the Early Learning and Child Care (ELCC), Student Support and Wellness (SSW), Education Operations and Educator Development (EOED), and Culture and Heritage (CH) Divisions, and the Indigenous Languages and Education Secretariat (ILES), in addition to other Government of the Northwest Territories (GNWT) Departments, and colleagues and educators from across the NWT, British Columbia (BC), Yukon, Nunavut, and other jurisdictions often in a team-based approach.

The current foundational frameworks and their corresponding action plans, and directives are in place to guide this work:

- *Right from the Start: Early Childhood Development Framework;*
- *Directions for Change: Education Renewal & Innovation Framework;*
- *The Inclusive Schooling Ministerial Directive;*
- *A Shared Responsibility: NWT Indigenous Languages Plan;*



- *The Indigenous Languages and Education (ILE) Policy;*
- *Skills for Success: 10-Year Strategic Framework; and*
- *Strong Cultures, Strong Territory: GNWT Culture & Heritage Strategic Framework.*

The Intern is responsible for making educated, informed decisions as they relate to any work assignments, working in consultation with CDSA staff.

## **RESPONSIBILITIES**

### **1. Support the development and in-service of curriculum, resources and assessment tools by the CDSA Division.**

- Support the analysis, research, and reporting of the curriculum renewal project in cooperation with education bodies and regional offices of the Department;
- Support the development, adaptation and writing of curriculum, policy, directives, guidelines, program of studies, and promising practices documents and programs that support Departmental priorities;
- Support the development and help to deliver workshops, in-services, courses, briefings and presentations; and
- Complete correspondence, reports and briefing notes as required.

### **2. Provide administrative and logistical support to CDSA.**

- Participate constructively in relevant working groups related to the Department's mandate as requested;
- Submit written reports on site visits, meetings, workshops and conferences, as requested;
- Support the logistics needed for inservices and workshops, including arranging travel and booking spaces;
- On occasion, type, format, print, and route correspondence, reports, briefing notes, reports, responses to oral and written questions, statements, and Cabinet and Department of Finance submissions using approved Legislative Assembly templates, GNWT visual identity program, and ensure accuracy; and
- Assists with the preparation and updating of manuals, presentation materials and briefing materials.

### **3. Help to provide administrative and reception services when required.**

- Coordinate and arrange meetings, boardrooms, conference calls, hospitality requests, special events, and other appointments and conferences for CDSA staff;
- Assist with program conferences, meetings and other special events as required;
- Prepare, record, track and distribute meeting agendas, minutes, action trackers, Records of Decisions (RoD) and/or Summary of Discussions (SoD), as directed; and



- Maintain central files for the programs and services of the Division, as well as program files in accordance with the Department's records management system (ARC/ORCS/DIIMS).

**4. Perform other tasks, duties and functions as assigned by the Curriculum Renewal Manager or CDSA Director.**

**WORKING CONDITIONS**

**Physical Demands**

No unusual demands.

**Environmental Conditions**

No unusual conditions.

**Sensory Demands**

No unusual demands.

**Mental Demands**

The incumbent will be offered the opportunity to travel at various times throughout the year.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of education theory and/or distance learning pedagogy at the college or university level;
- Basic understanding of NWT Indigenous cultures and educational history in order to incorporate traditional knowledge and worldviews into all aspects of the work;
- Strong written communication skills;
- Strong coordination and interpersonal skills demonstrated in a variety of diverse cultural and community contexts;
- Effective use of computer technology for communication and presentations.
- 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 manage time and tasks efficiently and effectively; and
- 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 Degree in Education or related field.

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:** Indigenous Language - Not Specified

- ☐ Required
- ☐ Preferred