



IDENTIFICATION

| Department | Position Title | |
|-----------------------------------|--|---------------------------|
| Education, Culture and Employment | Manager, Career and Education Advising | |
| Position Number | Community | Division/Region |
| 71-16578 | Yellowknife | JK-12 Student Services/HQ |

PURPOSE OF THE POSITION

The Manager, Career and Education Advising, is responsible to for the provision of the Career and Education Advising (CEA) program in the Northwest Territories, including the development, implementation, in-servicing, and evaluation of the CEA program and services for all educational jurisdictions to ensure that students receive a high quality of education that meets their needs.

SCOPE

Located in Yellowknife, the Manager, Career and Education Advising (Manager) reports to the Director of JK-12 Student Services Division, and is responsible for the effective development, coordination, and implementation of the CEA program and associated services, including program administration, training/orientation, monitoring and evaluation and supporting the CEA team in delivering practical, individualized and group career and education advising to students in grades 9-12. The Manager also provides in-service and training to department and education body staff. The position has oversight to Career and Education Advisor positions 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.



The incumbent will experience frequent conflicting interests and perspectives and works in a high-profile environment where there are political and public expectations and diverse client needs.

The Manager will be required to travel at various times throughout the year.

RESPONSIBILITIES

1. Lead the development, implementation, in-service and evaluation of the CEA program and services for grade 9-12 students in the Northwest Territories.

- Lead the analysis, research, and reporting on career education and advising needs in the NWT education system in cooperation with department staff, education bodies and regional offices of the Department.
- Lead the development of workshops, in-service sessions, courses, briefings, and presentation to promote projects and approaches established as priorities within the Education and Early Childhood Branch, in response to articulated needs and Departmental priorities.
- Ensure that policy, directives, guidelines, program of studies, and promising practices documents and programs support Departmental priorities.
- Lead and coordinate the activities of the CEA Unit to ensure the effective administration and delivery of the CEA program and services.
- Research current practices in the career education / career development field of expertise and how they interface with education.
- Ensure the development, implementation, and evaluation of new and existing products, tools, and resources for CEAs to use when advising students.
- Lead the preparation of correspondence, reports and briefing materials associated with Departmental functions.
- Support and encourage staff in the delivery of group workshops, information sessions, community presentations and special events such as career fairs and apprenticeship week.

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

- Lead the analysis, research and reporting on career and education 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.



- Lead the research, development, selection, and implementation of a web-based career development application.
- 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 client management and web-based applications.
- Evaluate outcomes of training and revise training packages as needed.

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

- Participate constructively 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, Legislation, 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 Financial 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 Student Services 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.
- 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 behavioural issues, including using the disciplinary process when necessary, in accordance with GNWT guidelines.
- Manage activities to ensure that approved objectives and budgets are met in an efficient manner consistent with GNWT and ECE operational policies and procedures.

7. 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

No unusual demands.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge and understanding of career development, apprenticeship and trades, work experience, transition, self-employment and post-secondary educational advising methods and processes aimed at grades 9-12 high school populations.
- Knowledge and/or the ability to acquire knowledge of territorial and federal funding programs related to post-secondary education, trades and apprenticeship, self-employment, student financial assistance, scholarships and bursaries.
- Knowledge and/or the ability to acquire knowledge of the territorial senior secondary and high school credit system and requirements for graduation.
- Knowledge of and/or the ability to acquire and apply knowledge of departmental philosophy, curricula, directives, policies and approaches, and model best practices as described in documents issued by the Department.
- Knowledge and/or ability to acquire and apply knowledge of contracts and procurement.
- Ability to understand NWT Indigenous cultures and educational history in order to incorporate traditional knowledge and worldviews into all aspects of the work.



- Ability to learn and apply understanding of the impacts that colonization, institutional 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 derived from a variety of diverse cultural and community contexts, including working with Elders and community cultural resource people.
- Organization and time management skills and the ability to prioritize.
- Ability to use computer technology for communication and presentations.
- 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 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 engage the public in a culturally appropriate manner, both in writing and orally, while considering diverse literacy levels when developing documents and resources.
- 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

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