



## IDENTIFICATION

Department	Position Title	
Education, Culture and Employment	Curriculum Renewal Manager	
Position Number	Community	Division/Region
71-16834	Yellowknife	Curriculum Development and Student Assessment / HQ

## PURPOSE OF THE POSITION

The Curriculum Renewal Manager is responsible to lead, manage and coordinate the development, implementation, in-service and evaluation of the renewal of the NWT JK-12 curriculum for all educational jurisdictions in the Northwest Territories to ensure that students receive a high quality of education that meets their needs.

## SCOPE

Located in Yellowknife, The Curriculum Renewal Manager (Manager), reports to the Director of Curriculum Development and Student Assessment (CDSA).

This position is responsible for 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 Northwest Territories (*NWT*) *Education Act*, the *NWT Official Languages Act*, the *NWT Day Care Act*, regulations, ECE Departmental philosophies, guidelines, Frameworks and Action Plans, Ministerial Directives, curricula, and inter-jurisdictional initiatives.

The Manager 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 in Canada 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 Manager will experience 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 Manager 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 NWT JK-12 curriculum renewal for all NWT Schools.**

- Analyze, research, and report on JK-12 curriculum needs in the education system in cooperation with education bodies and regional offices of the Department.
- 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 CDSA Division in response to the articulated needs and departmental priorities.
- Complete correspondence, reports and briefing notes for Departmental functions.

### **2. Provide leadership within the education system by advising education bodies and other groups/agencies with respect to NWT JK-12 curriculum renewal and departmental priorities.**

- Participate constructively in the educational 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.
- 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 CDSA initiatives and projects.

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

**4. Act as the CDSA Director, as required.**

**5. Perform other tasks, duties and functions as assigned by the CDSA Director.**

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

No unusual conditions.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

The incumbent works with and around individuals affected by trauma and may be exposed to vicarious trauma. The incumbent will be required to travel at various times throughout the year.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge and understanding of educational philosophies, theory, pedagogy and instructional practice.
- Knowledge and expertise in:
  - Curriculum development, design and implementation;
  - Inclusive schooling and student support philosophies; and
  - Culture-based educational practices.



- Knowledge and understanding of project management and program evaluation practice, philosophies and theory.
- Knowledge of child development, pedagogy, and instructional leadership.
- 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 understand the impacts that colonization, institutional and structural racism, and biases have had on society, in particular Indigenous people.
- Knowledge and/or ability to acquire and apply knowledge of contracts and procurement.
- 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 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 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, while considering diverse literacy levels when developing documents and resources.
- 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 a minimum of one (1) year of project management or program evaluation training or experience within a Northern environment.



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