



IDENTIFICATION

Department	Position Title	
Education, Culture and Employment	Manager, Indigenous Languages Revitalization	
Position Number	Community	Division/Region
71-17263	Yellowknife	Indigenous Languages Secretariat / HQ

PURPOSE OF THE POSITION

The Manager, Indigenous Languages Revitalization is responsible to lead, manage and coordinate the design, development, implementation, in-service and evaluation of the Indigenous Languages Revitalization programs that include curricula, resources and materials to support the delivery of the Indigenous Languages Diploma / Degree Programs, After Diploma Speciality Areas (Career Paths), and the Mentor Apprentice Programs (MAP) for all educational jurisdictions in the Northwest Territories, to ensure that adult learners receive a high quality of Indigenous language immersion education in post-secondary classrooms and community learning environments that meets their needs.

SCOPE

Located in Yellowknife, the Manager, Indigenous Languages Revitalization (Manager), reports to the Director of the Indigenous Languages and Education Secretariat (ILES), and is responsible for managing all aspects of the Indigenous Languages Revitalization Learning Management systems, including adult immersion, mentor apprenticeship, and career development programming with partners at Aurora College, and Indigenous Governments, 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 Northwest Territories (*NWT*) *Education Act*, the *NWT Official Languages Act*, the *Aurora College Act*, the *NWT Day Care Act*, regulations, ECE Departmental philosophies, guidelines, Frameworks and Action Plans, Ministerial Directives, curricula, and inter-jurisdictional initiatives.

The Manager will lead Indigenous Languages Revitalization education programming by working closely with Aurora College, Advanced Education Coordinators, Curriculum



Development and Assessment Coordinators, along with Indigenous Governments, regional Indigenous Language Coordinators, BC First Peoples Cultural Council (MAP leaders), and other Government of the Northwest Territories (GNWT) Departments, while working to promote, revitalize and strengthen the nine (9) NWT official Indigenous languages: Chipewyan, Tłı̨chǫ, South Slavey, North Slavey, Gwich'in, Inuvialuktun, Inuinnaqtun, Inuktitut, and Cree.

This role requires the incumbent to create and support training opportunities for adult learners in an Indigenous Languages Revitalization (ILR) environment. The Manager will be responsible for course content and andragogy within the ILR learning system, and configuring learning experiences, as well as coordinating and liaising with other education branch coordinators, as well as university and college program coordinators, and Indigenous Language Coordinators.

The Manager is expected to work collaboratively with Aurora College's Education and Training Faculty, various related Indigenous Language Revitalization post-secondary institutions, divisions with the department of Education, Culture and Employment (ECE), and colleagues and educators from across the NWT, Yukon, Nunavut, and other jurisdictions in Canada, often in a team-based approach.

Travel via small aircraft or by automobile on gravel roads or seasonal ice roads may be required when supporting small remote communities across the NWT. This form of travel may occur during extreme weather conditions, including blizzards and low temperatures (-40 degrees).

The incumbent experiences frequent conflicting interests and perspectives and works in an environment where there are political and public expectations and diverse client needs particularly during Legislative Assembly sittings.

RESPONSIBILITIES

1. Lead, manage and coordinate the development, implementation, in-service and evaluation of Indigenous Languages Revitalization programs to support the delivery of adult immersion curriculum, student support services, Indigenous language programming, and Indigenous languages career paths for all educational jurisdictions in the NWT.

- Analyze, research, and report on Indigenous Languages Revitalization curriculum and resource development and assessment in the adult learning and community education systems in cooperation with Aurora College, Indigenous Governments, the statutory Official Languages Boards, education bodies and regional offices of the Department.
- Develop, adapt and write curriculum, directives, policy, guidelines, program of studies, and promising practices documents that support Departmental priorities.
- Develop and deliver workshops, in-services, courses, briefings and presentations to promote projects and approaches established as priorities within the Languages and



Culture branch, in response to the articulated needs and Departmental priorities and Indigenous Language and Culture curriculum and resources development.

- Prepare correspondence, reports and briefing notes associated with Ministry functions.

2. Lead, manage and coordinate the effective implementation and accountability of the Indigenous Languages Revitalization programs.

- Manage the implementation of the ILR programs, including the Mentor Apprentice Program (MAP) at the community and post-secondary levels, the Indigenous Languages Diploma Program and the development of after-diploma career paths that require higher levels of Indigenous languages proficiency.
- Lead the development and oversight work of the ILR advisory committee, including Aurora College, University of Victoria and Indigenous Government partners.
- Manage a large budget associated with the initiation and expansion of ILR initiatives to develop the system of Indigenous languages learning management infrastructure in the NWT.
- Coordinate the ILR curriculum, resource and assessment development, syllabus planning, course scheduling, determining delivery models, community engagement, student recruitment, student travel to and from campuses and communities, mentor remuneration system, as well as coordinating and liaising with Indigenous Governments' regional Indigenous Language Coordinators.
- Research, monitor, evaluate and make recommendations to the ILS Director on ILR programs for adult learners in community and post-secondary environments.

3. Provide leadership within the education system by advising post-secondary partners, Indigenous Governments, education bodies and other groups/agencies with respect to ILES and departmental priorities, by participating in inter-divisional working groups.

- Participate constructively in the major ECE initiatives for the Indigenous Languages Revitalization processes 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 ILR initiatives and projects.



4. 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 Government of the Northwest Territories (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.

5. Act as the ILES Director, as required.

6. Perform other tasks, duties and functions as assigned by the ILS 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 also be expected to travel at various times throughout the year.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of adult and post-secondary development, pedagogy, and instructional leadership.
- Knowledge of:
 - Indigenous language learning curriculum, pedagogy and assessment;
 - Kindergarten, primary and post-secondary education;



- Curriculum development, design and implementation;
- Inclusive schooling and student support; and
- Culture-based education.
- Knowledge and/or ability to acquire and apply knowledge of current and contemporary language service challenges, language loss, linguistic landscapes, and language shifts.
- Ability to understand the impacts that colonization, institutional and structural racism and biases have had on society, in particular Indigenous people.
- Awareness of Indigenous educational, social and cultural issues and challenges, specific to, but not limited to, the NWT.
- Knowledge of and/or the ability to acquire and apply knowledge of the NWT communities, Indigenous peoples and culture, including NWT Indigenous leadership, post-secondary leadership systems and community leaders.
- Knowledge and understanding of Indigenous language learning or Culture-based education philosophies, theory, pedagogy and instructional practice.
- Ability to acquire knowledge of departmental philosophy, curricula, directives, policies and approaches, and model best practices as described in documents issued by the Department.
- 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.
- 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 Indigenous languages, culture and educational history and context in order to incorporate traditional knowledge into all aspects of the work.
- 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 adapt communication styles to multiple cultural environments (e.g., when following community protocols or cultural safety protocols).
- Written communication skills for a variety of areas including Ministerial and Departmental briefing notes and correspondence, policy, and program documents.
- Ability to deliver workshops in an adult learning environment.
- Computer technology skills for communication and presentations.
- 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 Indigenous Language Revitalization, Education or related field, and five (5) years of related work experience, including a minimum of one (1) year of supervisory 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