



## IDENTIFICATION

Department	Position Title	
Education, Culture and Employment	Director, Early Learning and Child Care	
Position Number	Community	Division/Region
71-2219	Yellowknife	Early Learning and Child Care /HQ

## PURPOSE OF THE POSITION

The Director, Early Learning and Child Care (ELCC) position is accountable for providing strategic leadership and direction in the development, implementation, and maintenance of ELCC programming throughout the territory. This is accomplished through the oversight of comprehensive licensing, inspections, and monitoring process conducted by Regional ECE offices and in compliance with the *Northwest Territories' (NWT) Child Day Care Act* and related regulations. Aspects impacting ELCC include safety, quality, funding, certification, and compensation for early childhood educators.

In addition, there are responsibilities related to the NWT's *Education Act* and regulations as it relates to Junior Kindergarten (JK) and Kindergarten (K) programming in the public education system.

The Director will collaborate with staff within other Government of the Northwest Territories' (GNWT) departments, Indigenous Governments and federal departments to lead the work in this area.

## SCOPE

Located in Yellowknife, the Director, ELCC reports to the Assistant Deputy Minister of Education and Early Childhood. The Director oversees territorial licensing and inspections, a territorial certification process for early childhood educators, and funding for licensed programs. The Director also oversees an operations unit which performs legislative compliance functions and coordinates early childhood wellness and inclusive learning. The Director also oversees professional learning and system transformation functions. As a member of the Department's Senior Management team, the incumbent will work closely with other senior managers, including Regional ECE Superintendents, Education and Culture branch Directors, corporate services, and other Government of the Northwest Territories' (GNWT) staff.



As ECE partners with the Government of Canada on substantial initiatives that support increased access to quality, affordable, and inclusive ELCC programming, the Director is required to lead the development, implementation, monitoring and evaluation of transformation of the ELCC system within in the NWT while meeting the terms of federal agreements. A clear understanding of, and experience in the theory and practical application of early childhood education philosophy and pedagogy and the research skills and strategies needed for the development of related initiatives across the NWT is needed. This requires ongoing analysis of early childhood educational philosophy, curriculum and strategies as they exist and are presently applied within the ELCC system in the NWT, within Canada and internationally.

Development of an ELCC system in the territory is complex and there are incrementally increased needs associated with the creation of new licensed spaces including, but not limited to, licensing, funding, infrastructure, data management and systems development, professional development and post-secondary program delivery support, and legislative and regulatory changes as required. The incumbent is required to understand adult education (andragogy) to support post-secondary and professional learning opportunities associated with transformation of the ELCC system and can develop and manage change initiatives through collaboration with multiple partners.

The Director leads the developmental, financial, administrative and organization of the division's work in alignment with departmental priorities. ELCC and oversees ELCC operations within the division which requires territorial oversight of regional delivery of ELCC initiatives. This position requires the incumbent to have or acquire a detailed understanding of the content and application of the *NWT Child Day Care Act* and associated regulations as well as a knowledge of the history and context of the Indigenous peoples and cultures of the NWT. Expertise is also required relating to child development pedagogy, inclusion, health and safety policies and practices in the field of licensed ELCC, instructional approaches for adult learners, and leadership strategies.

Delegated to this position are the powers and duties under the *Financial Administration Act* to manage a budget of approximate \$500,000 with an expenditure authority of \$250,000.

In addition to managing two units, the Director collaborates with Regional ECE Superintendents regarding operational matters at the regional level to ensure compliance with legislation and inform territorial change.

## **RESPONSIBILITIES**

- 1. Uphold and consistently practice personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace. Practice and**



**ensure that any subordinate management and supervisory roles also prioritize staff mentorship and on-the-job training, including staff development in annual general objectives.**

**2. Provide strategic leadership and direction to improve the effectiveness of ELCC programming in the NWT, including delivery of both licensed ELCC programming and JK-K programming.**

- Support the management of operations related to new and existing licensed ELCC programs including, but not limited to, pre-inspections, final inspections, licensing, and onboarding of new programs. This includes the legislated responsibility as Director of Early Learning and Child Care under the *Child Day Care Act*.
- Collaborate with the Finance and Capital Planning (FCP) division to support implementation of funding programs related to ELCC programming and infrastructure.
- Communicate with community organizations, Education Authorities, Indigenous Governments, and the public regarding ongoing business, occurrences, and inquiries in the ELCC system.
- Support development and implementation of systems and processes, including IT solutions in collaboration with department and GNWT colleagues. Support the coordination of the GNWT's responses to the Legislative Assembly Standing Committees and/or Special Committee reports, or other inquiries.
- Prepare Executive Committee submissions, such as decision papers, information items, Financial Management Board (FMB) submissions and Ministerial briefings as required and in collaboration with corporate services colleagues.
- Participate constructively in the Education and Culture Branch Leadership Team and contribute to the leadership of all systems related to Branch mandates working collaboratively with colleagues within the Branch.
- Serve as representative of the territorial government/department on national, territorial, and regional organizations, boards, councils, and committees.
- Respond to, lead, and participate in Council of Minister of Education (CMEC) initiatives, meetings, committees, and working groups, in respect to relevant initiatives, as required.
- Review, analyze, and complete documents and questionnaires as required, and brief senior management as required, recommending responses and actions as appropriate.

**3. Lead the human and financial resources of the ELCC division to meet divisional and departmental objectives.**

- Participate in setting strategic direction for the division's work in alignment with the department strategic direction and mandate.
- Manage the division's budget and expenditures in collaboration with the FCP division.
- Direct staff as per their assigned responsibilities.
- Ensure division staff have access to necessary resources, supplies, equipment, and



information.

- Inform staff about governmental, departmental, and divisional priorities.
- Identify professional learning opportunities and requirements for ELCC divisional staff.
- Support the development and implementation of annual work plans which establish short- and long-term objectives for the division.
- Complete human resource function within the division including staffing, performance reviews, as needed.
- Represent the ELCC division and participate on interdepartmental and intergovernmental committees and meetings such as Federal and/or Provincial/Territorial groups, as required.

**4. Facilitate lateral cooperation between multiple agencies internal and external to the GNWT.**

- Communicate, consult, and coordinate with ECE staff, GNWT and federal departments, Indigenous Governments, education bodies, post-secondary institutions, licensed ELCC programs, non-profit organizations, as required.
- Collaborate with communications' colleagues within ELCC to identify and develop public relations and promotional opportunities that inform the public and interested partners of key activities related to early childhood development and development of an ELCC system in the NWT.

**5. Participate in the Department's senior management team and contribute to the Department's mandate.**

**WORKING CONDITIONS**

**Physical Demands**

No unusual demands.

**Environmental Conditions**

No unusual conditions.

**Sensory Demands**

No unusual demands.

**Mental Demands**

The position encounters competing priorities and deadlines. The incumbent works with and around individuals affected by trauma and may be exposed to vicarious trauma.



## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of early childhood development, philosophies, research, theories, pedagogy, and practices.
- Knowledge of licensed early learning and child care programs including, but not limited to, pre-inspections, final inspections, licensing, on-boarding of new programs, health and safety regulations, and serious occurrences protocols and complaints.
- Ability to acquire knowledge of funding associated with licensed early learning and child care programs including contribution agreements and grants.
- Ability to acquire and apply knowledge of the *Northwest Territories' (NWT) Child Day Care Act* and related regulations including aspects impacting early learning and child care such as safety, quality, funding, credentialing, and compensation.
- Knowledge and understanding of research, trends, and developments in the field of early learning and child care.
- Ability to acquire and apply knowledge of the geographic, social, historical, and political factors and issues which affect the delivery of early childhood programs, and post-secondary education related to ELCC.
- Ability to understand the importance of Indigenous knowledge and cultures.
- Ability to implement legislation in a regulatory environment.
- Ability to communicate and collaborate with GNWT departments, agencies, federal government and Indigenous governments and community organizations.
- Ability to acquire and apply knowledge of contracts and processes required to support ELCC projects and initiatives.
- Planning, organizing and time management skills.
- Oral and written communication skills for a variety of purposes including briefing notes, correspondence, policy and reporting documents, and internal and public communication and reporting.
- Technological skills and proficiency in the use of multiple computer and web-based programs and able to adapt to new programs, processes, and tools related to this role.
- Ability to manage and lead others and provide evidence-based advice for decision-making.
- Ability to deal with conflicting interests and perspectives to recommend the best course of action.
- Ability to exercise tact and diplomacy in dealing with sensitive and confidential issues.
- Ability to manage a workload that includes multiple assignments with potentially conflicting and changing priorities.
- 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 Early Childhood Education and eight (8) years of related

experience, including working in a licensed child care facility, teaching in a JK-3 Northern classroom or in a social sciences field directly involved with programs and services that support early childhood development, and three (3) years of experience managing people and resources.

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:** Select Language

- ☐ Required ☐ Preferred