



IDENTIFICATION

Department	Position Title	
Education, Culture and Employment	Associate Registrar of Teacher Certification	
Position Number	Community	Division/Region
71-982	Yellowknife	JK-12 Education System Services/HQ

PURPOSE OF THE POSITION

The Associate Registrar of Teacher Certification is responsible for evaluating and administering Teacher Certification processes in accordance with the Northwest Territories (NWT) *Education Act*, Education Staff Regulations and the policies and procedures of the NWT Teacher Qualifications Service (NWTTQS) and the NWT Teachers' Association (NWTTA) Collective Agreements to ensure that teachers meet NWT requirements for certification and are evaluated for placement at salary level.

SCOPE

Located in Yellowknife, the Associate Registrar of Teacher Certification (Associate Registrar), reports to the Manager, Teacher Certification and Professional Development. The Associate Registrar is responsible for Teacher Certification administration processes, working closely with the Registrar, Teacher Certification, to carry out the duties associated with this position as outlined in the *Education Staff Regulations*. This includes evaluating the qualifications and teaching experience of teachers to ensure that they meet the NWT requirements for certification, as well as, for the purpose of placement at a salary level.

The Associate Registrar works in accordance with the *NWT Education Act*, the *Child Day Care Act*, the *NWT Official Languages Act*, the *Archives Act*, the *Access to Information and Protection of Privacy Act*, the *Financial Administration Act*, the NWT Teachers' Association Collective Agreements, and all related regulations, policies, guidelines, directives, policies and procedures.

The position is required to work collaboratively with ECE staff, other Government of the Northwest Territories (GNWT) Departments, the NWT Teachers' Association, education bodies, colleagues and educators from across the NWT, Yukon, Nunavut, and British Columbia



and other jurisdictions in Canada, often in a team-based approach, following current frameworks and their corresponding action plans and directives.

RESPONSIBILITIES

1. Provide expertise on teacher certification and salary evaluation based on the Education Staff Regulations, NWTTA Collective Agreements, other relevant policies and procedures and the direction of the NWTTQS.

- Interpret and communicate the *Education Act*, Education Staff Regulations, policies and procedures for teacher and principal certification to applicants, Superintendents / Directors of Education, Education Bodies and other provincial jurisdictions.
- Make recommendations and provide information to the Department and the NWTTQS on policy matters, interpretation concerns and required changes to legislation, regulations, policies and procedures.
- Conduct research on teacher certification and salary evaluation in other jurisdictions, making recommendations for change as appropriate.
- Advise the Manager of emerging issues, providing confidential advice and recommending solutions.
- Represent the Department on committees as assigned.

2. Provide assurance that Teacher Certification is compliant with the *Education Act*, Education Staff Regulations and the policies and procedures of the NWTTQS.

- Ensure understanding of all teacher qualification criteria under the *Education Act*, Education Staff Regulations, and the policies and procedures of the NWTTQS and NWTTA Collective Agreements.
- Evaluate all applicants for teacher certification in accordance with the *Education Act*, Education Staff Regulations and the policies and procedures of the NWTTQS.
- Determine eligibility for certification and certification type to limit certification of education professionals only to those applicants who are qualified.
- Consult with other jurisdictions to determine or discuss the professional standing of individuals seeking certification in the NWT.

3. Provide evaluation of teacher qualification and experience for the purpose of placement at a salary level in accordance with the *Education Act*, Education Staff Regulations, NWTTA Collective Agreements and the policies and procedures of the NWTTQS.

- Provide applicants, Divisional Education Councils and the GNWT Department of Finance with an evaluation of teacher qualification and experience for the purpose of placement at a salary level.
- Evaluate the qualifications and experience of teachers by reviewing transcripts, degrees, letters of experience, Records of Employment, training and other relevant documents.



- Determine appropriate salary placement for substitute teachers.
 - Re-evaluate current teacher salaries based on changes to years of experience, education and/or training.
 - Assist the Registrar in administering the salary appeal process, including advising and providing teachers with information about the process.
- 4. Provide record management for all records of past and current teachers according to the *Archives Act* and the *Access to Information and Protection of Privacy Act (ATIPP)*.**
- Organize and maintain confidential records on all past and current teachers including criminal records checks, employment history, certification status and education history.
 - Create and distribute statistical reports to the Department.
 - Monitor changes over time and communicate those changes to the Department.
 - Disseminate information as appropriate within the Department.
 - Provide registry support for education professionals as required.

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.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of teacher certification legislation, policies and procedures and teacher salary evaluation methods and procedures.
- Knowledge of departmental philosophy, curricula, directives, policies and approaches, and model best practices as described in the documents issued by the Department.
- 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.
- Written communication skills for a variety of areas including Ministerial and departmental briefing notes and correspondence, policy and procedure documents.
- Coordination, facilitation and interpersonal skills demonstrated in a variety of diverse cultural and community contexts, including working with Elders and community resource people.
- Ability to use computer technology for communication and presentations.
- Ability to work constructively 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 Business Administration, Public Administration, or related field, and two (2) years of relevant experience that also includes records management 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