



## IDENTIFICATION

Department	Position Title	
Education, Culture and Employment	Manager, Grade 7-12 School Programs	
Position Number	Community	Division/Region
71-6570	Yellowknife	JK-12 Education System Services/HQ

## PURPOSE OF THE POSITION

The Manager, Grade 7-12 School Programs, is responsible for all aspects related to the development, implementation, in-service and evaluation of 7-12 school programs, including curriculum; student assessment, evaluation and reporting; inclusive schooling and student support; safe schools; and Indigenous language instruction and Indigenizing education practices, as well as Senior High School programming for all educational jurisdictions in the Northwest Territories in accordance with departmental policies, directives, guidelines and program of studies to ensure that children receive a high quality of education that meets their needs.

## SCOPE

Located in Yellowknife, the Manager, Grade 7-12 School Programs (Manager) reports to the Director of the JK-12 Education System Services (ESS) division, and is accountable for managing, supporting, promoting and actively encouraging, student and family centered, trauma-informed, strengths-based, and culturally-informed approaches tailored to the local context of the Northwest Territories (NWT), embracing inclusion and research-based, interactive, experiential, competency-based, and cognitively challenging education.

The Manager works in accordance with the *NWT Education Act*, the *NWT Official Languages Act*, the *NWT Child Day Care Act*, the *Access to Information and Protection of Privacy (ATIPP) Act*, the *Financial Administration Act*, and all related regulations, policies, guidelines, directives, strategies and procedures.

The Manager is required to work collaboratively with ECE staff, Government of the Northwest Territories (GNWT) Departments, NWT Teachers' Association, Indigenous Governments, education bodies, and colleagues and educators from across the NWT, British Columbia (BC), Yukon, Nunavut, and other jurisdictions in Canada, often in a team-based approach, following current foundational frameworks and their corresponding action plans.



The Manager oversees various Coordinator positions and controls a budget of up to \$500,000, with spending authority of up to \$20,000 and contract authority up to \$200,000.

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.

This position requires the incumbent to travel at various times throughout the year.

## **RESPONSIBILITIES**

### **1. Manage and support the ongoing development, implementation, in-service and evaluation of 7-12 school curriculum.**

- Research, analyze and report on 7-12 curriculum needs in the education system in cooperation with education bodies, Indigenous governments and external partners.
- Manage the cycle for review, renewal and implementation of all 7-12 curriculum to ensure curriculum and associated resources remain up-to-date and relevant.
- Support the development, implementation and evaluation of policy, directives, guidelines, handbooks and promising practices documents and programs that support departmental priorities related to 7-12 curriculum.
- Support staff to deliver workshops, in-service sessions, courses, briefings and presentations to promote projects and approaches established as priorities within the ESS division, in response to the articulated needs and departmental priorities of Indigenous language curriculum, student support and competency-based education.

### **2. Manage and support the ongoing development, monitoring and administration of 7-12 student assessment, evaluation, and reporting practices and tools.**

- Research, analyze and report on 7-12 student assessment, evaluation, and reporting needs in the education system in cooperation with education bodies, Indigenous governments external partners, and system providers.
- Support the development, implementation and evaluation of policy, directives, guidelines, and promising practices documents and programs that support departmental priorities related to student assessment, evaluation and reporting.
- Manage and support the design, development, and delivery of workshops, in-service sessions, courses, briefings and presentations to promote projects and approaches established as priorities within the ESS division, in response to the articulated needs and departmental priorities of on 7-12 student assessment, evaluation, and reporting.

### **3. Manage and support the ongoing development, implementation, administration, training and funding of 7-12 inclusive schooling practices, programs and services, including student support and safe schools' programs and processes.**



- Manage and support the ongoing development, implementation, monitoring and administration of the Inclusive Schooling (IS) Ministerial Directive within 7-12 school programming.
  - Support the ongoing review of the effectiveness of school-level inclusive schooling documentation including the IS Handbook materials, and educational programming processes and procedures.
  - Manage the distribution and reporting of conditional funding allocations specific to inclusive schooling programs, practices and training.
  - Manage and support the safe schools' documentation, reporting, materials, and educational programming processes and procedures.
  - Manage and support the coordination of training for including self-regulation strategies in NWT schools.
- 4. Manage and support the ongoing development, implementation, in-service, training and funding of 7-12 Indigenous language instruction and Indigenizing education practices.**
- Actively promote the infusion of Indigenous Languages and Education (ILE) in 7-12 programs.
  - Lead research on ILE programs including instructional and linguistic methodologies, for early childhood facilities, NWT schools, regional offices, council, and education bodies.
  - Ensure the 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 initiatives and projects.
  - Manage the distribution and reporting of conditional funding allocations specific to Indigenous Language instruction and Indigenizing education practices.
- 5. Manage all aspects of the senior secondary program for all educational jurisdictions in the NWT.**
- Oversee research, analysis and reporting on senior secondary program needs in the educational system in cooperation with education bodies and regional offices of the Department.
  - In consultation with the Director, develop, implement and evaluate curriculum, policy, directives, guidelines, program of studies, and promising practices documents and programs that support departmental priorities related to senior secondary programming and graduation requirements.
  - Lead the development and delivery of workshops, in-service sessions, courses, briefings and presentations to promote projects and approaches established as priorities within the ESS division, in response to the articulated needs and departmental priorities of the senior secondary program.
- 6. Facilitate active collaboration with language leaders in developing resources, learning tools and programs for Indigenous languages instruction.**



- Oversee the monitoring and support for existing projects and language learning applications to ensure ongoing improvements can be implemented.
- Facilitate work with language groups to discuss effective approaches for the development and implementation of innovative and new language learning tools.
- Ensure the use of the monitoring and evaluation framework developed for effective reporting and information data collection from regional language plans.

**7. Actively participate in committees and interdivisional working groups and teams with respect to ESS and departmental priorities.**

- Participate constructively in the major ECE initiatives and in relevant departmental working groups and teams 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.
- Ensure submission of written reports on meetings, workshops and conferences, and write professional journals, newsletters, and educational publications to promote established priorities and provide information about ESS initiatives and projects.

**8. 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 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.

**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 and/or the ability to obtain knowledge and to interpret and apply policy instruments, ECE philosophy, directives, strategic frameworks, and best practices.
- Knowledge of education administration and classroom teaching in a JK-12 school setting.
- Knowledge inclusive schooling and safe schools' practices in a JK-12 school setting.
- Knowledge of national and territorial legislation, policies and standards concerning JK-12 education governance, programs and services, curriculum and assessment.
- Knowledge of child development, pedagogy and instructional leadership, with explicit, technical expertise in student support including:
  - Team development and implementation;
  - Curriculum accommodation, modification and assessment;
  - Early childhood, primary, secondary and post-secondary education; and
  - Indigenous culture-based education.
- Knowledge of and/or the ability to acquire and apply knowledge of the NWT communities, Indigenous peoples' cultures, and Indigenous worldview and ways of knowing.
- Knowledge of and/or the ability to acquire knowledge of current NWT Indigenous leadership, leadership systems and community leaders, including Indigenous language communities.
- Knowledge of and ability to understand and interpret employment agreements.
- Awareness of the importance of traditional knowledge, language and culture.
- Communication skills for working with GNWT departments, agencies, federal government and official Indigenous languages communities.
- Coordination, facilitation and interpersonal skills drawn from a variety of diverse cultural and community contexts to work effectively with various internal and external partners.
- Strategic thinking, problem solving and decision-making skills.
- Written communication skills for a variety of areas including Ministerial and departmental briefing notes and correspondence, policy, and curriculum documents.
- Skilled in workshop delivery in an adult learning environment.
- Ability to respect ideas and language advice from Elders and language leaders.
- Ability to manage and lead effective staff teams.
- Ability to develop relationships, work collaboratively and communicate effectively with colleagues within ECE, other GNWT Departments and agencies, Indigenous Governments, and community members.



- Ability to develop or coordinate the development of curricula, strategies, research projects, literature reviews, resources and support materials.
- Ability to work with language groups to discuss effective approaches for the development and implementation of innovative and new language learning tools.
- 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 management and/or supervisory experience.

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