



IDENTIFICATION

Department	Position Title	
Education, Culture and Employment	Grade 7-12 Indigenous Language and Culture Coordinator	
Position Number	Community	Division/Region
71-4619	Yellowknife	JK-12 Education System Services / HQ

PURPOSE OF THE POSITION

The grade 7 to grade 12 (7-12) Indigenous Language and Culture Coordinator is responsible to manage and coordinate the development, implementation, in-service and evaluation of Indigenous language and culture programming 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 Grade 7-12 Indigenous Language and Culture Coordinator (Coordinator) reports to the Manager, Grade 7-12 School Programs, and is responsible for Indigenous language and culture programming, as well as, 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 Coordinator 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 Act*, the *Financial Administration Act*, and all related regulations, policies, guidelines, directives, strategies and procedures.

This position is required to work collaboratively with the Department of Education, Culture and Employment (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.

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



RESPONSIBILITIES

1. Manage and coordinate the development, implementation, in-service and evaluation of 7-12 Indigenous language and culture programs for all educational jurisdictions in the NWT.

- Develop adapt, review, and write 7-12 Indigenous language curriculum and culture programs including associated resources and promising practices documents, in cooperation with education bodies and regional offices of the Department.
- Support the review, renewal and implementation of all 7-12 Indigenous language curriculum to ensure curriculum and associated resources remain up-to-date and relevant.
- Develop and deliver workshops, in-service sessions, courses, briefings, and presentations to support the 7-12 Indigenous language curriculum and culture programs.
- Complete correspondence, reports and briefing notes associated with the Departmental functions as required.
- 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 Indigenous language and culture programs.

2. Actively participate in committees and interdivisional working groups and teams with respect to divisional and departmental priorities.

- Participate constructively in the major ECE initiatives and in relevant departmental working groups related to the Department's mandate commitments.
- 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 ESS initiatives and projects.

3. Supervise casual or support staff, as required.

4. Act as the Manager, 7-12 School Programs, 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 and/or the ability to acquire knowledge of Indigenous educational, social and cultural issues and challenges, specific to, but not limited to, the NWT.
- Knowledge and understanding of curriculum development philosophies, theory, pedagogy, and instructional practice.
- Knowledge of second language learning and child development pedagogy and instructional leadership
- Knowledge and understanding of educational philosophies, theory, pedagogy and instructional practice.
- Knowledge of and/or the ability to acquire and apply knowledge of departmental philosophy, curricula, directives, policies and approaches, and model best practices as described in the documents issued by the Department.
- Knowledge of and/or the ability to acquire and apply an understanding of NWT Indigenous cultures and educational history in order to incorporate traditional knowledge and worldviews into all aspects of the work.
- Ability to learn and apply understanding of 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.
- Coordination, facilitation and interpersonal skills derived from a variety of cultural and community contexts, including working with Elders and community cultural resource people.
- Written communication skills for a variety of areas including Ministerial and departmental briefing notes and correspondence, policy, and curriculum documents.
- Skilled in the use of 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 teams from various 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 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 three (3) years of relevant experience, including one (1) year of experience in Indigenous language learning or Culture-based education within a JK-12 Northern classroom.

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