



IDENTIFICATION

Department	Position Title	
Education, Culture and Employment	Education Operations Coordinator	
Position Number	Community	Division/Region
71-0437	Yellowknife	JK-12 Education System Services/HQ

PURPOSE OF THE POSITION

The Education Operations Coordinator is responsible to manage and coordinate the support, development, monitoring, and evaluation of education bodies, including but not limited to, Divisional Education Councils and District Education Authorities in the Northwest Territories to ensure that children and youth receive a high quality of education that meets their needs.

SCOPE

Located in Yellowknife, the Education Operations Coordinator (Coordinator) reports to the Manager of Education Systems and Records and is responsible for providing operational support, development, monitoring and accountability for the Junior Kindergarten to Grade twelve (JK-12) education system in the Northwest Territories (NWT). This position works with NWT education bodies to ensure the effective functioning and accountability of these governance bodies and their administration, include the development, monitoring and reporting of indicators of compliance with the Directives under the *NWT Education Act and Regulations*.

The Coordinator works in accordance with the *NWT Education Act*, the *NWT Official Languages Act*, the *Child Day Care 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, strategies and procedures.

This position works collaboratively with ECE staff, Government of the Northwest Territories (GNWT) Departments, the NWT Teachers' Association, education bodies, colleagues and educators from across the NWT, Yukon, Nunavut, British Columbia and other jurisdictions in Canada, often in a team-based approach following current foundational frameworks and their corresponding action plans, and directives.



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

RESPONSIBILITIES

1. Manage and coordinate the support, development, monitoring and evaluation of education bodies.

- Analyze, research, and report on the JK-12 educational system in cooperation with other Departmental staff and education bodies.
- Develop, monitor and report on indicators of compliance with Directives under the *Education Act and Regulations*.
- Develop, adapt and write 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 JK-12 EOED division.
- Collect and manage the review of education body annual reports as established in the JK-12 Planning and Accountability Framework.
- In consultation with the Manager, provide developmental support and advice to education bodies and their administration in the operation of the JK-12 education system.
- Complete correspondence, reports and briefing notes associated with the Department.

2. Advise education bodies and other groups/agencies with respect to the JK-12 education system services and departmental priorities.

- Participate constructively 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 ECE initiatives and projects.

3. Act for the Manager, Student Records and System Services, as required.



WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands

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 be required to travel at various times throughout the year.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and understanding of education systems and governance, particularly the community-based model used within the NWT.
- 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.
- 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 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.
- Written communication skills for a variety of areas including Ministerial and departmental briefing notes and correspondence, policy, and curriculum documents.
- Coordination, facilitation and interpersonal skills demonstrated in a variety of diverse cultural and community contexts, including working with Elders and community cultural resource people.
- Ability to use 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 team situations including with members from a variety of backgrounds and cultures.



- Ability to manage time and tasks efficiently and effectively.
- 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 teaching experience 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