



IDENTIFICATION

Department	Position Title	
Education, Culture and Employment	Professional Development Coordinator	
Position Number	Community	Division/Region
71-440	Yellowknife	JK-12 Education System Services / HQ

PURPOSE OF THE POSITION

The Professional Development Coordinator is responsible to manage and coordinate the design, development, monitoring, and evaluation of territory-wide professional development activities to meet departmental, educational and instructional objectives, to ensure that children and youth in the Northwest Territories (NWT) receive a high quality of education that meets their needs.

SCOPE

Located in Yellowknife, the Professional Development Coordinator (Coordinator) reports to the Manager of Teacher Certification and Professional Development and is responsible for the management, delivery and evaluation of professional development activities, including the identification of professional development needs, the design of professional development strategies for educators and administrators, and the delivery of professional development and instructional improvement activities. This position is also responsible for ensuring professional development and instructional activities are of high quality, consistent with departmental goals, objectives, philosophies and standards, and meet identified instructional needs.

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, other 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 development, implementation, in-service and evaluation of Professional Development (PD) and instructional improvement programs and activities for NWT administrators and educators.

- Analyze, research and report on NWT PD and instructional improvement programs and activities in collaboration with departmental staff, NWT Teacher's Association (NWTTA), education bodies, administrators and educators, as required.
- Develop, implement, and evaluate NWT PD and regional PD strategies to meet departmental, educational and instructional goals and objectives in collaboration with departmental staff, the NWTTA, education bodies, administrators and educators, as required.
- Assist education bodies and schools with the development and evaluation of Regional PD Plans, as required.
- Develop and deliver workshops, conferences, in-services, courses, briefings and presentation to promote projects and approaches established as priorities within the Education and Early Childhood branch, in response to needs and departmental priorities.
- Remain current on the latest research, legislation, and educational opportunities pertaining to PD and instructional improvement programs and activities.
- Research PD promising practices and technological advancements for incorporation into PD programs.
- Consult with departmental staff, education bodies, administrators and educators to determine current and anticipated PD needs.
- Develop, adapt and write directives, policy, guidelines, program of studies, and promising practices documents that support Departmental priorities.
- Complete correspondence, reports and briefing notes associated with Ministry function.

2. Advise education bodies and other groups/agencies with respect to 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 JK-12 ESS initiatives and projects.

3. Act for the Manager, Teacher Certification and Professional Development, 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 and understanding of professional development and instructional improvement philosophies, theory, pedagogy, and instructional practice.
- Knowledge and understanding of educational philosophies, theory, pedagogy and instructional practice.
- Knowledge of and/or the ability to obtain knowledge of departmental philosophy, curricula, directives, policies and approaches, and model best practices as described in the documents issued by the Department.
- 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 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.
- 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 derived from various 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 teams with varying 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 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