

## GOVERNMENT OF NUNAVUT POSITION DESCRIPTION

---

**Date:** July 24, 2023

**Position Number:** 09-01490

**Position:** Executive Director, Kivalliq School Operations

**Incumbent:**

**Reports to:** Assistant Deputy  
Minister, Education Programs

**Location:** Baker Lake

**Effective:** July 24, 2023

---

Deputy Minister  
Department

---

Date

---

### **General Accountability:**

This position is part of the senior team that contributes to and supports in the provision of the highest educational standards and services in Nunavut. Reporting to the *Assistant Deputy Minister, Education Programs (ADM)*; the *Executive Director, Kivalliq School Operations (Executive Director)* is an integral part of the senior administrative team responsible for helping to ensure that educational standards, services, and activities: (a) conform to the requirements set by the Department, (b) reflect the strategic objectives set for the Region by the Department, and (c) contribute to producing high quality graduates who are able to access local job opportunities and function as citizens of the world.

As the chief officer in the Region, this position is ultimately responsible for overseeing the effective implementation of the Education Act and more specifically the delivery of the Education Program within the Region. In so doing, the Executive Director is accountable for:

- The strategic leadership and setting the strategic direction of the Regional School Operations (RSO) for the purposes of facilitating the efficient operation of safe and secure student-centered schools that conform to the Nunavut curriculum and are responsive to the needs of the community;
- Ensuring the implementation of the *Education Act (2009)* along with all the philosophical, legislative, and practical applications that must accompany such an undertaking in the Region;
- Supporting the effective delivery of Nunavut's Education Program including: curriculum, teaching and learning resources, and student assessments and supports.
- Supporting the development of successful students (i.e., students able to navigate Nunavut's Education Program by ensuring provision of responsive student support services as part of Nunavut's commitment to inclusive education which recognizes each student's individual needs and strengths;

- Contributing to setting the Department's strategic direction, goals, objectives, principles, priorities, etc. and assisting the Department to achieve those goals, objectives, etc.;
- Working with Partner Relations, ensuring the provision of communication and support to District Education Authorities (DEAs) as a way of enabling DEAs to undertake their responsibilities and to ensure compliance with requirements outlined in the *Education Act*.

This position works within the Government of Nunavut's Legislative and Policy framework(s) and carries-out their responsibilities in accordance with Government of Nunavut *Acts*, regulations, policies, departmental procedures and directives.

The *Executive Director* assists the Department in the application of its Project Management Process Administrative Directive and participates in Committees (as and when required) that pertain to the activities of the Division and / or the Department as a whole. Additionally, this position ensures that the services and supports they provide reflect / are aligned with Inuit Qaujimajatuqangit (IQ) principles.

### **Organizational Structure:**

This position is one of six positions reporting to the Assistant Deputy Minister, Education Programs. The other positions are:

- Executive Director, Qikiktani School Operations;
- Executive Director, Kitikmeot School Operations;
- Director, Advanced Education;
- Director, Early Learning and Child Care;
- Professional Improvement Development Coordinator

### **Subordinates**

There are six (4) direct reports to the *Executive Director*:

- Superintendent of Schools (x2);
- Manager, Regional Human Resources;
- Manager, Finance & Administration.

There are a total of 11 positions in the Kivalliq School Operations (inclusive of the *Executive Director*). Throughout the Kivalliq Region there are approximately 402 school employees who are members of either the Nunavut Teachers Association (NTA) or the Nunavut Employees Union (NEU). As the chief officer responsible for the Region, the incumbent is, in principle, responsible for oversight of these positions.

### **Nature and Scope:**

The delivery of Education services in Nunavut is challenged by several factors including (but not limited to): geography, ready and consistent access to a pool of qualified staff with an understanding of the unique operational environment in the North, the requirement to deliver school programs in multiple languages (i.e., Inuktitut / Inuinnaqtun, English, French) and the need to have a keen understanding and respect for Inuit culture. These requirements stretch the capacity of the system to deliver quality education. As the chief officer leading the Education portfolio in the Qikiqtani Region, it is the incumbent's responsibility to navigate through these challenges and facilitate the delivery of quality education to Kivalliq community residents.

The *Executive Director*, along with the senior administrative team, contributes to the development of integrated school programs which respond to areas of identified need and emerging trends. He/she oversees (with the support of their Superintendents) the management all school programs in the Region to ensure they: uphold the requirements set out in the *Education Act and Regulations, Inuit Language Protection Act*, as well as support the department's efforts to support the government's mandate and meet its annual plan priorities and performance indicators. The *Executive Director* plays a critical role in ensuring that the Education Program as directed by the Minister is implemented. For clarity, this includes curricular outcomes, teaching and learning resources required to support the curriculum, as well as assessments and supports for students. Specific areas that will require continual attention and innovative and collaborative efforts include:

- Increasing student attendance and ultimately full-time enrolment;
- Increasing student literacy outcomes in whichever languages of instruction are being implemented;
- Increasing school completion rates;
- Continually monitoring and supervising schools to ensure that the Education Program is being delivered in the manner directed by the Minister;
- Continually work to create safer schools with culturally relevant positive learning environments;

In Nunavut, there is a Legislative obligation that schools provide quality bilingual education (Inuktitut / Inuinnaqtun / English) to students from kindergarten to grade 12.. As such, the *Executive Director* works closely with other *Executive Directors* responsible for School Operations, the *ADM*, and others within the Department to effectively plan, and deliver Nunavut's Education Program in a manner that is responsive to this Legislative obligation. To further meet these requirements, the incumbent, as part of their mandated duties, supports and facilitates the growth of a qualified, bilingual education staff and will work diligently to support the department's Inuit Employment Plan.

In their capacity as the chief officer in the region, the incumbent oversees the practical implementation within schools of the department's professional development framework which is a monitoring and evaluation program which encourages employee development and continuous improvement. The *Executive Director* will play a leadership role by working collaboratively with the Educator Development division to ensure the framework is practical and effective within the context of Nunavut's schools and will directly oversee its use within the Region by providing effective leadership and by ensuring that the various aspects of the framework are being implemented as designed and intended.

The *Executive Director*, with the assistance of Superintendents of Schools, plays a dual role as key supervisor of school operations and key informant for the department in relation to school functions and requirements. In the former capacity, the *Executive Director* must support the implementation of Ministerial direction and initiatives pertaining to the Education Program. Examples include the routine supervision and reporting of the department's Education Program Planning process to ensure consistency of delivery content within Nunavut's schools. In the latter capacity, the *Executive Director* communicates school needs across the department and participates in the development, delivery, and success of initiatives that impact school improvement and student learning. Often, complex new initiatives that involve a variety of departmental divisions/functions will manifest themselves as frameworks such as the Literacy Framework, the Career Development Framework or the Professional Development Framework. Other examples

of key initiatives that must be supported and monitored include the adoption of new curriculum for various programs of study/subjects, the implementation of new student assessment practices, and the delivery of supportive services for students.

He/she consistently and continuously reviews their Region's activities as a way of identifying opportunities for innovative change that addresses emerging / persistent challenges and improves service delivery. Further to this, the *Executive Director* is responsible for the effective management of all financial and budgetary resources allocated to school operations in their Region and ensures that the Region maximizes its resources (human, financial, etc.) to effectively undertake its assigned mandate.

Working with Partner Relations, the *Executive Director* works closely with DEA's to incorporate their needs and ideas into the school system while upholding the tenets of the *Education Act*. He/she supports DEAs by facilitating the provision of departmental support and training that enable DEAs to undertake their duties.

#### Dimensions (2023/24)

O&M Budget:	\$65,425,000
Person Years:	413
Capital Budget:	\$0
Spending Authority:	\$250,000
Payment Authority:	None

#### **Specific Accountabilities**

The specific accountabilities attributed to this position include:

- Functioning as a member of the Department's Senior Management Team and a leader within the Department;
- Functioning as the chief officer in the Qikiqtani Region leading and overseeing the implementation of the Education Program;
- Engaging with a variety of stakeholders (e.g., unions, parents, DEAs) and functioning as the "public face" in the Region representing the Department, Education Program, and Nunavut's *Education Act*;
- Ensuring the Region's adherence to Department policies, legislation, and standards;
- Contributing to the planning of strategic initiatives designed to improve the delivery of Education programs across the Territory;
  - Reporting on the findings from regional activities (e.g., student achievement, program and course offerings, language of instruction, school improvement initiatives and trends in the Region, staffing needs and educator development requirements, capital asset and facility needs, etc.);
  - Providing strategic insight / input / advice to the senior management team on the status of resource / material condition, requirements, availability / needs, development, design, etc. in Nunavut;
  - Providing input into the Department's strategic and business needs, operational gaps, and risks;
  - Participating in the setting of departmental priorities and objectives;
  - Identifying budgetary requirements; capital, operational policy / procedural, data, communication, research, training needs; along with reporting and other requirements as a part of ensuring effective delivery resource / material support services.

- Contributing to the planning, development, and implementation of departmental policies and procedures as well as its strategic short and long-term plans;
- Working with *Executive Directors* in other Regions to ensure a level of operational and strategic consistency across the Territory and to leverage best practices / lessons learned;
- Establishing goals, objectives, and performance indicators for the Region; assessing the Region's ability to deliver on the Education Program; and identifying strategies to improve the Region's efficiency and effectiveness;
  - Establishing the Region's strategic direction and its critical path;
  - Working collaboratively with Policy and Planning in relation to overseeing evaluations of the Region's programs to ensure alignment with the Education Program and intended performance targets;
  - Reporting on the Region's progress relative to performance targets;
  - Identifying resource (human, financial, capital, etc.) gaps / needs in the Region and identifying strategies to address those needs.
- Overseeing the financial management of regional activities, programs, services, etc. inclusive of:
  - Approving the annual budget, Main Estimates, and financial forecasts for the Region;
  - Monitoring the Region's expenditures and financial activities to ensure alignment with the requirements of the *Financial Administration Act* and departmental policies.
- Actively contributing to / informing the development of Nunavut's Education Program;
- Functioning as the Region's internal and external spokesperson on matters pertaining to education, school operations and services, student achievement, the strategic direction of education programming, etc.;
  - Traveling to communities across the Region to interface / consult with the Public in situations where the Department is undertaking new strategic initiatives;
  - Visiting schools, administrators, and educators to develop a fulsome understanding of operational and strategic needs;
  - Engaging with / overseeing the engagement of DEAs to understand their and the community's needs as it relates to the Education Program / curriculum, working with Partner Relations, as appropriate.
- Working collaboratively with Partner Relations Division as well as regional DEAs, the development of a vision for the Region that is shared and adopted by staff and DEA;
- Directing / leading, and overseeing the implementation of Nunavut's Education Programs (for kindergarten to Grade 12) within the Region in accordance with departmental curriculum and mandate and accounting for feedback received from DEAs;
  - Guiding *Superintendents of Schools* as they undertake responsibilities related to school operations and the support / oversight of Principals.
- Working collaboratively with Educator Development division to ensure that unit is adequately informed of the needs of schools and to assist with the development of relevant and appropriate training and development opportunities including: the development of in-service supports and facilitating implementation of instructional practices / programs for use in schools and classrooms;

- Working collaboratively with Educator Development division to ensure that the Professional Development Framework remains relevant to school and regional needs;
- Evaluating or causing the evaluation of staff performance (within school and regional office) with a view to improving services and the professional capacity of staff;
- Managing direct reports by:
  - Performing general supervisory tasks and associated mentorship / on-the-job coaching support at regular intervals;
  - Reviewing staff work on a regular basis to ensure established outcomes are achieved;
  - As appropriate, utilizing employee retention, succession planning, and vacancy management practices;
  - Conducting performance reviews to assess the extent to which mutually agreed upon objectives have been achieved;
  - Addressing employee performance issues and/or imposing progressive discipline as required;
  - Developing and implementing staff training plans;
  - Ensuring that staff duties and responsibilities are addressed particularly in situations where staff may be absent.
- Implementing and ensuring application of a project management and evaluation / assessment approaches across all project / program based activities within the Region;
- Identifying opportunities for operational improvement across the Region and Department and overseeing / directing strategic projects as appropriate;
- Overseeing the drafting of policy, procedures, directives and guidelines to support effective school operations and implementation / delivery of the Education Program;
- Providing professional advice and support to the *Minister, Deputy Minister, Assistant Deputy Minister, Education Programs* (e.g., on matters pertaining to stakeholder relations, DEA / community requirements in relation to the Education Program, the implementation of the *Education Act*, and school operations within their Region, etc.);
- Preparing / overseeing the preparation of briefing notes, status reports, annual reports, etc.;
- Participating in departmental and inter-departmental committees (e.g., Senior Management Team, School Operations committee; Student Achievement committee; Health, Safety and Wellness committee; Regulatory and Policy Development committee; Regional Socio-economic Monitoring committees; etc.) as required;
- Performing other duties as required.

### **Knowledge, Skills and Abilities:**

#### Contextual Knowledge:

- Knowledge of the Government of Nunavut policy and budgetary development processes;
- Knowledge of prevailing theories, research, developments, trends, and best practices in the field of Education;
- Knowledge of Nunavut's education / schooling system, Education Program, and Curriculum;
- Knowledge of school structures, staffing, and administration requirements;
- Knowledge and awareness of Inuit Qaujimajatuqangit and how to apply it to educational projects;
- Knowledge of departmental philosophy, educational principles, beliefs, and pedagogy;



- Knowledge of the socio-economic and cultural environment in which the Department of Education operates;
- Knowledge of implementing education management, administrative theory, and best practices;
- Knowledge of developing and implementing strategic goals, programs, and services;

#### Skills and Abilities:

- Skilled leader capable of facilitating consensus building and mobilizing staff toward achieving departmental / organizational goals, objectives, commitments;
- Ability to manage staff in a multi-tiered regulatory environment;
- Ability to work collaboratively with subordinates, senior management, and with individuals from a variety of organizations;
- Ability to understand policy, procedure, and program development including program implementation and evaluation.
- Skilled project manager;
- Sensitivity to working in cross-cultural situations;
- Effective communication skills with the ability to work in a bilingual and bicultural environment and able to engage effectively with a range of stakeholders / audiences in varying capacities;
- Ability to plan strategically by identifying short and longer-term objectives, objectives, priorities;
- Ability to follow Human Resource procedures in a manner that encourages adherence to procedures and encourages staff growth and improvement;
- Strong interpersonal and people management / managerial and supervisory skills and the ability to motivate staff to effectively and efficiently deliver on responsibilities;
- Ability to engage in problem-solving (conflict management) abilities particularly as it relates to employee management;
- Ability to mentor and facilitate staff development.
- Ability to effectively facilitate workshops, meetings, committees, and associated group events (e.g., community and public engagements, press events, etc.);
- Ability to become knowledgeable in the Department's computerized systems and software with which they will operate on an ongoing basis.

#### Qualifications:

- a master's degree in education ideally with a specialization in Education Administration.
- A minimum of five (5) years of an elementary and/or secondary education administration / management experience and served as a principal or a Regional Office administrator.
- Two (2) years of experience as a senior manager (eg. Superintendent of Schools).
- Classroom teaching experience (elementary and/or secondary school);
- Performance of these duties will occasionally require school visits. As such, the position is considered a highly sensitive position and requires both a clean Criminal Record Check as well as Vulnerable Sector Check.
- The ideal candidate is enrolled in / is committed to completing an Educational Leadership in Nunavut program.