



IDENTIFICATION

Department	Position Title	
Education, Culture and Employment (ECE)	Health and Wellness Coordinator	
Position Number(s)	Community	Division/Region(s)
71-7155	Yellowknife	Health, Wellness and Student Support/HQ

PURPOSE OF THE POSITION

The Health and Wellness Coordinator is responsible to lead, manage and coordinate the development, implementation, in-service and evaluation of curriculum and student support services, including physical education, health, wellness and career development, for all educational jurisdictions in the Northwest Territories (NWT) to ensure that students receive a high quality of education that meets their needs.

SCOPE

Reporting to the Director of HWSS and located in Yellowknife, the Coordinator is responsible for student support services, including physical education, health, wellness and career development, as well as, managing, supporting, promoting and actively encouraging: student-centered / family-centered, culture-based, process-orientated, research-based, interactive, experiential, competency-based, cognitively challenging, inclusive education in accordance with the *NWT Education Act*, the *NWT Official Languages Act*, the *NWT Day Care Act*, regulations, ECE Departmental philosophies, guidelines, Frameworks and Action Plans, Ministerial Directives, curricula, and inter-jurisdictional initiatives.

The Department of Education, Culture and Employment (ECE) is currently undertaking a process of renewal both in the early childhood sector and Junior Kindergarten to grade twelve (JK-12) schools. Substantial changes to curriculum and assessment approaches may result from this work. It is anticipated that this Coordinator position will require substantial interdisciplinary theme and project based work.

The Coordinator is expected to work collaboratively with the Early Childhood Development and Learning (ECDL), Teaching and Learning (TL), Education Operations and Development (EOD), and Culture and Heritage (CH) Divisions, and the Aboriginal Languages and Learning Secretariat (ALLS), in addition to other GNWT Departments, and colleagues and educators from across the NWT, Yukon, Nunavut, and other jurisdictions in Canada, often in a team-based approach following current foundational frameworks and their corresponding action plans, and directives including:

- *Right from the Start: Early Childhood Development Framework;*
- *Directions for Change: Education Renewal Framework;*
- *The Inclusive Schooling (IS) Ministerial Directive;*
- *A Shared Responsibility: NWT Aboriginal Languages Plan;*
- *The Aboriginal Language and Culture-Based Education (ALCBE) Ministerial Directive;*
- *Skills for Success: 10-Year Strategic Framework;* and
- *Strong Cultures, Strong Territory: GNWT Culture & Heritage Strategic Framework.*

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

RESPONSIBILITIES

1. Lead, manage and coordinate the development, implementation, in-service and evaluation of health and wellness, student support services, including physical education, health, wellness and career development for all educational jurisdictions in the NWT.

- Analyze, research, and report on physical education, health, wellness and career development curriculum needs in the education system in cooperation with education bodies and regional offices of the Department;
- Develop, adapt, and write curriculum, policy, directives, guidelines, program of studies, and promising practices documents and programs that support Departmental priorities;
- Develop and deliver workshops, in-service sessions, courses, briefings and presentations to promote projects and approaches established as priorities within the HWSS Division, in response to the articulated needs and departmental priorities of physical education, health, wellness and career development curriculum, student support and competency-based education; and
- Complete correspondence, reports and briefing notes associated with the Ministry functions.

- 2. Lead, manage and coordinate the effective implementation and accountability of a range of school health and wellness programs.**
 - Coordinate research to identify mental health counselling needs in NWT schools, working closely with the Territorial-Based Support Team (TBST) and Department of Health and Social Services (HSS) to find solutions;
 - Lead Departmental support of the implementation of Career Development strategies in NWT schools, including Smart and Career Focusing programs; and
 - Lead Department support for the effective delivery of physical education programs throughout NWT JK-12 schools; and
 - Research, coordinate, and share information about third-party and non-profit funding opportunities for physical education, career development and nutrition based programs with NWT JK-12 schools and education bodies.

- 3. Provide leadership within the education system by advising education bodies and other groups/agencies with respect to HWSS and departmental priorities, by participating and providing leadership in inter-divisional working groups.**
 - Participate constructively in the major ECE initiatives of the early childhood and educational renewal process and 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; and
 - 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 HWSS initiatives and projects.

- 4. Supervise casual or support staff, as required.**

- 5. Act as the HWSS Director, as required.**

- 6. Perform other tasks, duties and functions as assigned by HWSS Director.**

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

The incumbent will be exposed to 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. The incumbent works with and around individuals affected by trauma and may be exposed to vicarious trauma. The incumbent will also be expected to travel at various times throughout the year.

KNOWLEDGE, SKILLS AND ABILITIES

- Extensive knowledge and understanding of physical education, career development and health and wellness philosophies, theory, pedagogy and instructional practice;
- Understanding of departmental philosophy, curricula, directives, policies and approaches, and model best practices as described in documents issued by the Department;
- Knowledge of child development, pedagogy, and instructional leadership;
- High levels of knowledge and expertise in:
 - Kindergarten, primary and secondary education;
 - Curriculum development, design and implementation;
 - Inclusive schooling and student support; and
 - Culture-based education.
- 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;
- Strong coordination, facilitation and interpersonal skills demonstrated in a variety of diverse cultural and community contexts, including working with Elders and community cultural resource people;
- Understanding of Aboriginal culture and educational history and context in order to incorporate traditional knowledge into all aspects of the work;
- Strong ability to critically analyze, organize and apply information gathered through research and present information in a variety of formats to various audiences;
- Knowledge of contracts and procurement services required to support particular projects and initiatives;

- Ability to communicate effectively with colleagues within the Division and the Department, other Government of the Northwest Territories (GNWT) Departments and agencies, education bodies, regional offices, colleges and people in the communities;
- Excellent written communication skills for a variety of areas including Ministerial and departmental briefing notes and correspondence, policy, and curriculum documents;
- Demonstrated expertise in delivering workshops in an adult learning environment;
- Effective use of computer technology for communication and presentations; and
- Ability to manage time and tasks efficiently and effectively.

Typically, the above qualifications would be attained by:

Enrolment in, or completion of a Master's Degree in Education or related field, and (8) years of related work experience, including a minimum of five (5) years of successful JK-12 Northern classroom teaching experience. Preference will be given to a candidate who has physical education, career development, health, or wellness education experience within a Northern context. Proficiency of the incumbent in at least one NWT Aboriginal language or French would be an asset.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- 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 applies)

- 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

Aboriginal language: Aboriginal Language - not specified

- Required
- Preferred