

JOB DESCRIPTION

Section 1 - Identifying Data

Position Title: Assistant Deputy Minister, Schools and Student Services

Position Number: 3105

Department: Education

Branch: Schools and Student Services

Location: Whitehorse

Supervisor's Title: Deputy Minister

Medical Clearance Required: No

Security Clearance Required: Yes

Date Completed: February 2020

Section 2 - General Summary

The Assistant Deputy Minister, Schools and Student Services is the operational head of the Yukon public school system. The position provides leadership to the Schools and Student Branch including school administrators and school staff, school boards and councils. The position also provides leadership within partnerships such as the Yukon Teachers' Association, Yukon's 14 First Nation's, the Council of Yukon First Nations (CYFN), Yukon College and other stakeholders in order to ensure partner input into local and territorial programming and systems accountability, student success and continuous growth within the system.

Section 3 - Principal Duties and Responsibilities

1. Leads and directs the development and implementation of the Schools and Student Services Branch planning cycle and programming to improve the ability of the public school system to meet the needs of Yukon students and schools as identified in the Yukon Education Accountability Framework.
2. Provides leadership and direction in the planning, delivery and management of Schools and Student Services programs, strategies and policies; ensures programs and services are accessible and responsive to the needs of clients; takes a proactive approach to identify and manage trends, issues and challenges; fosters a culture of innovation and readiness for change.
3. Directs the management of the human and financial resources of the branch. This will include coaching and mentoring the management team, supporting individual and team development, ensuring the appropriate allocation and effective use of resources, monitoring and controlling expenditures and developing plans for future human and financial resource needs.
4. Develops relationships with internal, cross department and external stakeholders; maintains alliances with business partners; leads cross-department and corporate initiatives; represents the interests of the department in provincial and territorial initiatives and discussions.
5. Supports the deputy minister by providing strategic options, comprehensive policy advice and recommendations; will also provide briefings and advice to the minister and Cabinet. As a member of the executive team, contributes to policy development, planning and implementation of cross-department initiatives and the achievement of government goals.

6. Leads and directs departmental work with school councils with orientation, training, advice and support to members regarding roles, regulations, legislation, policies and responsibilities. Leads the production of school calendars and schedules and contribution agreements.
7. Acts as a key member of the employers bargaining team in negotiating collective agreements with the Yukon Teachers Association to provide pedagogical guidance and direction.
8. Acts as a key member of the departmental Executive Management Team and participates in department planning, Human Resource planning, budgeting, policy reviews, corporate and branch communications, territorial programming and providing advice and information for the Minister and government.
9. Provides oversight and direction to a number of stakeholder advisory committees and working groups.

Section 4 – Contacts

- Contact with the Deputy Minister, and the Executive Management Team to provide input to departmental policies, programs and strategies, find solutions to problems and to develop and implement short and long range corporate goals, objectives and associated plans. (e.g. budgets, accountability plans).
- Contact with the Minister, members of Cabinet, the opposition and other government departments.
- Contact with members of the of other department branches in order to manage the alignment and the role and responsibilities of the Schools and Student Services Branch within the larger corporate context.
- Contact with the Schools and Student Services Schools Branch Senior Management Team to monitor issues related to public school operations, programming, staffing, policy needs, budget requirements, and communications issues; problem solving, decision making, conflict resolution, general systems management and cohesive strategic planning.
- Contact with School Councils, Francophone school board, Yukon's 14 First Nation's, the Council of Yukon First Nations (CYFN), Yukon College, other government departments and community stakeholders to identify and discuss needs, facilitate feedback, advice and support on programming and school operations, identify priorities, negotiate partnership agreements, resolve problems and provide advice and support on education system issues and structures.
- Effective partnerships and working relationships with Yukon School Councils, Boards and Association and delivery of services by the School Council Liaison relating to training, support, monitoring, compliance, dispute resolution and enforcement of regulations and roles of Yukon School Councils.
- Contact with the Yukon Teacher's Association to exchange information and resolve problems.

- Contact with the general public to provide information and to consult on education initiatives, issues and planning for the Yukon system of schools and to discuss and resolve complaints and concerns.
- Contact with the Assistant Deputy Ministers Advisory Council (ADMAC) group of the Government of Yukon.

Section 5 - Specific Accountabilities

To provide leadership and direction in the delivery of educational programs to students in Kindergarten to Grade 12 and those in apprenticeship and training programs. This includes the staffing and operation of public schools in Yukon, services and learning supports for students, student financial assistance and apprenticeship qualifications and the management of school facilities and student transportation services to ensure students are learning in safe and modern environments.

Strategic planning, branch management and direction including establishment and alignment of unit goals, objectives, priorities, plans and supervision of staff, work and budget allocation.

Responsible for the day-to-day operations of the Schools and Student Services Branch by providing leadership to Yukon Schools, Student Support Services, Technology and Student Information and Training Programs.

Accountable for a wide and varied range of decisions related to funding agreements, reallocating resources, exchanging information, evaluating K-12 programs, strategy and policy statements taken on behalf of the Yukon Government.

Analyse and evaluate a variety of data in unrelated areas to assess implications, interests and needs of Yukon people regarding education and employment training and development while balancing the interests of those of YG and being cognisant of political, administrative, professional and economic points of view.

Creates an environment where authentic conversations occur, partnerships are created and the transformation work is a shared responsibility.

Section 6 – Budget

1. What is the annual budget under the direct control of the position? **NOTE:** usually only applies to positions at the director and assistant deputy minister level

Fiscal Year	2019/20
Annual Payroll	\$99,011,704
O&M (excluding payroll)	\$8,953,000
Capital (excluding payroll)	\$3,600,065
Revenues	\$
Recoveries	\$325,000

2. For positions that have an influence on expenditures and/or revenues, provide examples and describe the position's influence.

This position has the authority/ability to reallocate resources within Branch, i.e.: Reallocate resources between object codes, and between Other Costs and Personnel Costs, if required. Also, the position allocates specific expenditures to O&M or Capital, based on nature of expenditure.


This position manages all expenditures associated with the Schools and Student Services Branch including the allocation to schools of financial and human resources and directly influences school renovation decisions, organization and expenditures on ground maintenance and negotiation and approval of Facility Management Agreements.

The School Council Liaison budget has a signing authority of \$292,345 for contributions to School Councils, Boards and Associations, conferences, travel and training, and printing for related responsibilities.

Section 7 - Working Environment

Generally, the incumbent works in an office environment with few disagreeable conditions. The incumbent travels throughout the territory (10 trips per year, lasting approximately 3 days per trip) and travels outside the territory (7 trips per year, lasting approximately 4 days per trip).

Section 8 - Signatures

<p>Director, Human Resources:</p> <p style="text-align: center;"></p> <p>Signature:</p> <p>Date: Feb 11/20</p>	<p>Deputy Minister: I approve this job description as being representative of the work required to be performed, and confirm that the necessary authorities have been delegated to the position.</p> <p style="text-align: center;"></p> <p>Signature:</p> <p>Date: Feb 11, 2020</p>
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Section 9 – Organization Chart

