# Responsibilities and functions in respect of each of the Department of Education’s organizational components – 2021/2022

# Department of Education

To prepare learners and workers with the essential skills, knowledge, and personal qualities they need for their lives and careers. The Department of Education works with Yukon First Nation Governments, partners, and communities to develop and deliver evidence-based programs and initiatives related to early learning and child care, public schools, post-secondary education, and the labour market, consistent with the *Yukon Education Act*, *Child Care Act*, and other relevant legislation.

### Deputy Minister's Office

* Provides executive management and strategic direction to central administration and the schools.

## Education Support Services

* To provide support services in finance, human resources, communications.

### Communications

* Engages and builds trust among the department and our partners in education, including parents and students, the public, and the media. This includes strategic communications planning, media relations, website management, issue management, advertising, and publications.

### Finance

* Supports and maintains all of the department's financial resources, including budgeting, fiscal year-end financial planning, accounting, and risk management.

### Human Resources

* Provides support for central administration and schools in recruitment, labour relations, and relocation. This includes working with the Yukon Teachers' Association to ensure hiring practices are fair, transparent, and consistent with legal requirements and the needs of the department; and working on an ongoing basis to recruit and fill vacancies in schools to ensure consistent service levels for students.

## Schools and Student Services

* To deliver education programs to students in Kindergarten to Grade 12. This includes the staffing and operation of public schools in Yukon, and services and learning supports for students.
* To manage school facilities and student transportation services to ensure students are learning in safe and modern environments.

### Facilities and Transportation

* Responsible for facilities planning and maintenance, health and safety, student transportation, and Whitehorse school custodial services.

### Student Support Services

* Supports the delivery of special education programs and learning support services for Yukon students, including education psychology, speech and language, occupational therapy, and social/emotional support services.

### Technology and Student Information

* Manages the student information system, administers the department's privacy management program, and is responsible for Resource Services and digital tools and content for schools.

## Policy and Partnerships

* To strategically design and coordinate, through effective partnerships with Yukon First Nations and other partners in education, the standards, procedures, and quality assurance measures required for effective delivery of early learning and child care programming, Yukon's K-12 curriculum, post-secondary, apprenticeship and training programs, student financial assistance, and Labour Market Programs.
* To provide strategic advice, system analytics, research, policy, resources, and training to support department staff, services providers, partners, and stakeholders in the effective delivery of these programs.

### Curriculum and Assessment

* Provides K-12 curriculum, resources, and program delivery support. Supports educators with classroom instruction and student assessment and evaluation tools. Evaluates curriculum resources and strategies, programs, and assessment practices to ensure best researched practices are encouraged. Develops and communicates recommendations, policy, and procedures related to curriculum and assessment and communicates this to the Schools Branch for implementation in schools.

### Data and Analytics

* Supports the department and education partners by providing data analysis, forecasting, and reporting.

### Early Learning and Child Care

* Supports the provision of high-quality early learning opportunities for pre-school children in Yukon as well as the Yukon's universal child care program to ensure Yukon parents have access to high-quality, affordable child care services.

### French Programs

* Provides K-12 French second language curriculum, assessment, and cultural support – French Immersion, Intensive French, Core French and Option Plus education programs.

### Information and Technology Support

* Supports and maintains the department's information technology infrastructure (hardware, networks, systems, security).

### Labour Market Programs

* Delivers labour market funding programs, including the Labour Market Development Agreement, the Workforce Development Agreement, and the Community Training Funds to support training and enable Yukon workers to find and maintain employment.

### Policy and Planning

* Oversees policy development, strategic planning, and the provision of strategic advice to the department at all levels. Provides legislative support services, and is responsible for managing the department's records program.

### Training Programs

* Administers a variety of programs to support post-secondary education, including the Yukon Grant, Student training Allowance, Yukon Excellence Awards; Canada Student Loans and Grants, Student Training and Employment Program (STEP) and the Yukon Summer Jobs Program. Administers programs for the training and certification of apprentices.

## First Nations Initiatives

* To advise all departmental units and schools on the achievement of reconciliation goals.
* To strategically foster and coordinate effective partnerships with Yukon First Nations to support Yukon-wide and community specific joint priorities and actions.
* In collaboration with Yukon First Nations, develop the standards and procedures required to embed Yukon First Nations history, language, culture, and ways of knowing, doing and being throughout Yukon's K-12 curriculum, instructional practice, apprenticeship and training programs and Labour Market Framework.
* To provide strategic advice, resources, and training on First Nations ways of knowing, doing and being to support educators and partners in the effective delivery of these programs.

## COVID-19 Response

* To plan, coordinate and deliver services in response to the COVID-19 pandemic, including public health measures, emergency management, and/or targeted economic and financial support for families, businesses, and communities.

## Yukon University

* To support Yukon University in providing post-secondary educational programs, services, and research initiatives.

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