# Responsibilities and functions in respect of each of the Department of Education’s organizational components – 2024/2025

# 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 Nations governments, partners, and communities to develop and deliver evidence-based programs and initiatives related to early learning and child care, public schools, and post-secondary education, 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, including: planning for the upgrading, replacement, and construction of school facilities; planning for the advancement of post-secondary education and skill-development opportunities; and working with Yukon First Nations towards reconciliation.

## Education Support Services

* To provide leadership and strategic support services to the department in the areas of finance, human resources, and communications.

### Finance

* Supports and maintains all the department’s financial resources, including budgeting, forecasting, risk management, accounts payable, year-end financial planning, procurement, and accounting.

### Human Resources

* Provides support for central administration and schools in recruitment, labour relations, and relocation. This includes working with the Yukon Association of Education Professionals 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.

### Communications

* Supports the department to build trust with partners, families, the public, and the media through open and transparent communication. Provides support with strategic communications planning, media relations, website management, issues management, advertising, and publications.

## Administration and Support

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

### School Operations

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

### Technology and Student Information

* Manages the student information system, administers the department’s privacy management, ATIPP, and records management programs, and is responsible for Resource Services and digital tools and content for schools.

### Schools and Student Services

* Provides resources and support for more than 5,700 students and 800 school-based staff in 30 schools delivering Early Kindergarten to Grade 12 education programs. This includes the delivery of distance learning education programs, flexible education programs (e.g., Individual Learning Centre), and oversight for home education programs.

## School Authorities

* To deliver quality, safe, and inclusive education programs to students in Kindergarten to Grade 12. This includes the staffing and operation of public schools in the Yukon, and services and learning supports for students.

## Student Well-Being and Inclusion

* To prioritize the holistic well-being of students by implementing comprehensive programs that address students' physical, mental, emotional, and spiritual needs.
* To provide advice, training, and resources to implement inclusive practices to ensure that all students, regardless of their background or abilities, have equal access to educational opportunities and supports.
* To offer mental health initiatives, counseling services and resources to help students cope with academic and personal challenges, fostering a positive and supportive learning environment.
* To promote diversity, equity, and inclusion within the school community, celebrating differences and creating safe space for students of all backgrounds.
* To collaborate with parents, teachers, schools, and First Nations to build a network of support for students.

### Student Support Services

* Works to foster inclusive learning environments where every student can thrive by providing tailored services and supports.
* Staff work alongside school-based personnel to provide collaborative, multi-disciplinary support to students, educators, families, and communities throughout the territory. This includes consulting with educators and parents regarding programming, intervention, and evaluation; providing classroom observations; participating in School-Based Teams as requested; supporting the development of learning plans; assessing individual students; delivering professional development for educators; along with other related work. Manages a full range of consultation services and activities that provide professional services and programming to all Yukon schools.

### Reimagining Inclusive and Special Education

* RISE is leading the process of transforming and innovating the traditional methods, structures, and goals of education to better meet the needs of students in the modern world. It involves rethinking and redesigning various aspects of education, including curriculum, teaching methods, assessments, learning environment, and the role of technology. It involves incorporating First Nations ways of knowing, doing, and being.

## Corporate Services and Programs

* 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, post-secondary, apprenticeship and training programs, and student financial assistance.
* To provide strategic advice, system analytics, information technology services, research, policy, resources, and training to support department staff, services providers, partners, and stakeholders in the effective delivery of these programs.

### Training Programs

* Administers a range of funding and supports towards post-secondary education, including the Yukon Grant, Student Training Allowance, Yukon Excellence Awards, Canada Student Financial Assistance Program, Student Training and Employment Program (STEP), Summer Career Placement (SCP), and the WorkingUp Program. Also responsible for supporting and issuing the training and certification of apprentices.

### Early Learning and Child Care

* Supports the provision of high-quality early learning and child care that is affordable, accessible, and inclusive. Administers the Yukon’s universal child care funding program to ensure Yukon families have access to affordable early learning and child care opportunities.

### 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 Technology and Support Services

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

### Performance and Analytics

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

### Policy, Planning and Evaluation

* Oversees legislation and policy development, strategic planning, and provides strategic advice to the department at all levels. Also provides legislative support services.

## Student Learning and 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 governments to support Yukon-wide and community specific joint priorities and actions.
* In collaboration with Yukon First Nations governments, develop the standards and procedures required to embed Yukon First Nations history, language, culture, and ways of knowing, doing and being throughout the Yukon's K-12 curriculum, instructional practice, apprenticeship, and training programs.
* To provide strategic advice, resources, program delivery support, and training on First Nations ways of knowing, doing and being to support educators and partners in the effective delivery of these programs.

### First Nations Initiatives

* Strategically fosters and coordinates effective relationships with Yukon First Nation governments to support joint education priorities and actions.
* In collaboration with Yukon First Nations, and working with Curriculum and Assessment branch, FNI supports the embedding of Yukon First Nations histories, languages, cultures, and ways of knowing, doing and being throughout the K-12 curricula and instructional practices.
* Provides training and resources for Yukon First Nation language instruction in the schools.
* This work is accomplished through meaningful and productive working relationships with Yukon First Nations governments and other key partners.

### Curriculum and Assessment

* Provides K-12 curriculum, resources, and program delivery support. Trains educators in classroom instruction and student evaluation tools.

## Yukon University

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

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