# Responsibilities and functions in respect of each of the Department of Education’s organizational components – 2016/2017

# Department of Education

To support the development of literate, skilled Yukon learners and workers in a manner consistent with the *Yukon Education Act* and other relevant legislation. This will be achieved by developing, providing, supporting, or implementing programs and initiatives in the areas of essential skills development, post-secondary education, and labour market development in cooperation with partners and stakeholders.

### Deputy Minister’s office

* Provides executive management and direction for the department.

## Education Support Services

* To provide departmental branches with support services in finance, human resources, communications, information technology, and policy development.
  + To provide for facility management, materiel management, and student transportation services.

### Community Relations & Engagement

* Responsible for communications and relationship building support for work with our partners in education, parents, students, the public, and the media. Work includes liaising with and supporting School Councils, strategic communications planning, media relations, website management, issues management, advertising, and publications.

### Finance and Administration

* Responsible for budgeting, financial reporting, and oversight of department spending.

### Human Resource Services

* Responsible for hiring and human resource management throughout the department, including all teaching and school-based staff.

### Operations

* Responsible for facilities planning and maintenance, health and safety, environmental stewardship, and support for school busing.

### Policy, Planning and Evaluation

* Oversees policy development for the department and coordinating many Yukon government corporate and inter-departmental initiatives. Provides legislative support services including Ministerial briefing materials, monitoring and follow-up on issues raised during Question Period, etc. Responsible for departmental records and fulfills department obligations under the ATIPP Act. Also responsible for providing program evaluation services within the department.

## Public Schools

* To provide the resources needed for knowledge and skill development to support life-long learning for all Yukon school age children.

### First Nations Programs and Partnerships

* Focuses on building productive relationships with Yukon First Nations; to improve the results of First Nation students in the K-12 system; to work toward increased levels of cultural inclusion in Yukon schools; and to provide support to Yukon First Nations, schools, and the department.

### French Programs

* Provides K-12 curriculum, assessment, and cultural support for Yukon schools' French Second Language programs (French Immersion, Intensive French, Core French, French monitors, etc.).

### Information Technology Support Services

* Supports and maintains all the department's technology (hardware, networks, systems, security, etc.), including for Yukon schools.

### Learning Support Services

* Provides K-12 curriculum and assessment support and training for Yukon educators and schools.

### Student Information and Technology

* Provides support and curriculum resources and materials and leads the use of technology in Yukon schools to enhance learning.

### Student Support Services

* Delivers services to students with special needs. Consultants work to develop student potential in diverse areas such as speech and language, hearing, vision, social and emotional, and physical and working skills. Also provides support for home schooling and literacy interventions.

## Advanced Education

* To promote and support adult training, essential skills development, post-secondary education, and labour force development, including immigration.

### Immigration

* Administers the Skilled Worker and Critical Impact Worker categories of the Yukon Nominee Program, as well as the Yukon Business Nominee Program.

### Labour Market Programs and Services

* Delivers several labour market funding programs, including the Labour Market Development Agreement, Labour Market Agreement, and the Community Training Funds. These funding programs support training and enable Yukon workers to find and maintain employment. Also responsible for funding Adult Literacy and Labour Mobility compliance.

### Training Programs

* Administers a variety of programs to help support post-secondary education, including the Yukon Grant, Student Training Allowance, Yukon Excellence Awards, Canada Student Loans and Grants, and a variety of scholarships. Also provides programs for the training and certification of apprentices and trades workers in Yukon and administers the Student Training and Employment Program (STEP) and Summer Career Placement Program (SCP).

## Yukon College

* To support Yukon College in the provision of educational programs and services and the development of research initiatives.

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