# Responsibilities and functions in respect of each of the Department of Education’s organizational components – 2023/2024

# 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 for the department.

## Education Support Services

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

### Communications

* Works to engage and build trust among our partners in education: parents, students, school councils, Yukon First Nations, the media, and the public. Areas of responsibility include strategic communications planning, media relations, website management, issues management, advertising, publications, and liaising with school councils.

### Finance

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

### Human Resources

* Provides a full range of human resource management programs and services to the Department of Education including support and guidance to departmental managers and supervisors.

## 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 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, transportation to and from school for students, and Whitehorse school custodial services.

### Student Support Services

* Delivers services to students with special needs. Covers areas such as psychological services, speech language programs, occupational therapy, sensory impairments, social and emotional support, and positive behaviour intervention support.

### Technology and Student Information

* 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.

## 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.

## 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, 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 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. Also administers programs for the training and certification of apprentices.

### 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.

### Early Learning and Child Care

* Delivers programs and provides services that help families with young children and infants, early learning and child care programs, and current and future early childhood educators. These services include the Yukon Early Learning and Child Care Funding Program as well as child care subsidies.

### French Programs

* Provides Kindergarten to Grade 12 French education curriculum, assessment, and cultural support through the following programs: French Immersion, Intensive French, Core French, and Option plus.

### 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 policy development and strategic planning and provides strategic advice to the department at all levels. Also provides legislative support services.

## 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 Yukon's K-12 curriculum, instructional practice, apprenticeship, and training programs.
* 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.

## Yukon University

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

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