# Responsibilities and functions in respect of each of the Department of Education’s organizational components – 2014/2015

# 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 and Engagement

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

### Finance and Administration

* Responsible for financial reporting and oversight of department spending. As well, includes facilities planning and maintenance, health and safety, environmental stewardship, and support for student transportation.

### Human Resource Services

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

### Policy, Planning and Evaluation

* Oversees policy development for Yukon Education and provides a coordinating role on most Yukon government corporate and inter-departmental initiatives. Provides legislative support services including Ministerial briefing materials during the legislative session, monitoring and follow-up on issues raised during Question Period. Responsible for departmental records and fulfills department obligations under the ATIPP Act.

## Public Schools

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

### Administration

* Responsible for the overall administration of public schools.

### Learning Support Services

* Staff working directly with students in Yukon schools. Also responsible for providing curriculum support, technology assisted learning, distance education, French programs, information technology support, student information and assessment, and resource services.

### Student Support Services

* Delivering services to students with special needs. This includes working with students to develop their abilities in 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.

### First Nation Program and Partnerships

* Responsible for working with Yukon First Nations to improve the educational results of First Nation students. A key focus is ensuring that Aboriginal culture is included and represented in Yukon schools.

## Advanced Education

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

### Training Programs

* Responsible for administering a variety of programs to support students to pay for post-secondary education, including the Yukon Grant, Student Training Allowance, Yukon Excellence Award, Canada Student Loans and Grants, and a variety of scholarships. Also provides programs for the training and certification of apprentices and trade workers in Yukon, and administers the Student Training and Employment Program (STEP) and Summer Career Placement Program.

### Labour Market Programs and Services

* Responsible for delivering several labour market funding programs that help support Yukon workers to get training and find and maintain work. These programs include the Labour Market Development Agreement, Labour Market Agreement, and the Community Training Funds.

### Immigration

* Responsible for helping to address the labour needs of Yukon by administering the Skilled Worker and Critical Impact Worker categories of the Yukon Nominee Program.

## Yukon College

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

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