# Responsibilities and functions in respect of each of the Department of Education’s organizational components – 2011/2012

# Department of Education

To deliver accessible and quality education so learners of all ages can become productive, responsible, and self-reliant members of society. This will be achieved by:

* creating a more responsive education system that enables learners to succeed;
* enhancing transitions between different levels of education, training, and the world of work;
* enhancing meaningful relationships with all partners in education; and
* enabling education, training, and skills development for Yukoners so they may respond to opportunity and meet Yukon's labour market needs.

## Education Support Services

* To provide departmental branches with leadership and decision support services in finance, human resources, communications, information technology, and policy.
	+ To provide for facility management, materiel management, and student transportation services.
	+ To develop policies in collaboration with all partners.

### Finance and Administration

* Responsible for financial reporting and oversight of department spending. As well, includes other school support services: facilities planning and maintenance, departmental records, and support for school bussing services.

### 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 the Department of Education and provides legislative support services such as Ministerial briefing materials during the legislative session, monitors and provides follow up on issues raised during Question Period, fulfills the department obligations under the *Access to Information and Protection of Privacy Act*. The unit performs a coordinating role on most Yukon government corporate initiatives, researches and publishes the Annual Report and the Teacher’s Handbook on an annual basis.

### Communications

* Manages media calls, promotes good news stories with department staff, and reviews documents being published by the department.

## Public Schools

* To support the life-long learning process, including the acquisition of knowledge and the development of skills, for all Yukon school age children in accordance with Section 4 of the *Education Act*.
* To provide tools and resources to support curriculum delivery, including environmental, experiential, and cultural programs and the use of distributed learning.
* To provide for the development of locally and culturally relevant curriculum content, program materials, teaching methodologies, and courses of study.
* To provide and support French and Aboriginal language programs in Yukon schools.
* To provide assistance and resources to support school-based programming for children with special needs.
* To continue to support and expand literacy, numeracy, and School Growth Plans reflecting the interests, goals, aspirations, and participation of the community and designed to improve student learning and achievement.
* To respect and strengthen our partnerships in education through effective consultation, communication, and collaboration.
* To ensure that parents and students have the opportunity to be active partners in the education planning process.
* To work closely with School Councils, Boards, and Committees to ensure the skills and resources are available to further enhance the Yukon Education system.
* To cooperate with self-governing First Nations to implement the relevant obligations of the Yukon government under the terms of the land claims settlements.
* To build and maintain school facilities to support relevant program delivery to the student population while being fiscally responsible.
* To continue to support responsible management of resources.
* To provide support for professional development of staff, consistent with emerging needs in Yukon schools and current educational research.
	+ To provide for safe, respectful, and caring school environments.

### Administration, Program Delivery and Support

* Includes superintendents (who directly oversee schools), curriculum support, technology assisted learning, French programs, Information technology support, school council liaison, student information and assessment, and resource services. In addition, there are over 700 school-based staff, including teachers, principals, and others working with students.

### Special Programs

* Consultants provide many services to students with special needs: school psychology; speech and language pathology; physical and occupational therapy; and assistance for the hearing or visually impaired.

### First Nations Programs and Partnerships

* Builds productive relationships with First Nations; improves the results of First Nation students in the K-12 system; works toward increased levels of cultural inclusion in Yukon schools; and provides support to Yukon First Nations, schools, and the department.

## Advanced Education

* To promote and support adult training, post-secondary education, and labour force development.
* To facilitate public and private post-secondary education opportunities in Yukon.
* To develop labour force initiatives, including labour market research, planning, and information.
* To promote apprenticeship, skills training, and inter-provincial trades standards.
* To work with our key partners and stakeholders to train local residents for community-based job opportunities.
* To ensure essential skills, including literacy, are treated as priorities for workplace success.
* To provide and administer student financial assistance and youth employment training opportunities for Yukon students.
* To work in collaboration with First Nations to increase opportunities for training, participation in the labour force and delivery of programs and services.

### Labour Market Programs and Services

* Working to implement new strategies and action plans on: comprehensive skills and trades training (including adult literacy), immigration, recruitment, employee retention, and labour market information. Offers a range of employment support measures to enable Yukon workers to find and maintain employment.

### Immigration

* Administers the Skilled Worker and Critical Impact Worker categories of the Yukon Nominee Program and is involved in negotiations with the federal government regarding a possible Yukon Temporary Foreign Worker program.

### Training Programs

* Includes Student Financial Assistance and Awards that administers a variety of programs to help pay for post-secondary education. This includes the Yukon Grant, the Student Training Allowance, Yukon Excellence Awards, Canada Student Loans and Grants, and a variety of Scholarships. Also administers the Apprenticeship, Trades Certification, and Training programs. 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, services, and activities through its network of campuses.

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