Professional Development Co-ordinator

Nunavut Teachers' Association (NTA) Central Office

Iqaluit, NU

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Iisaijiit Ilinniakannirutigivattanginnut Katimajiit
Conseil de perfectionnement professionnel
Professional Development Council

Term Position from August 27, 2025 to June 30, 2026

The Professional Development Co-ordinator is responsible for overseeing and regulating the Professional Development Fund Initiatives according to the provisions outlined in Article 16 of the NTA Collective Agreement. The position of the Professional Development Co-ordinator falls under the joint direction of the Assistant Deputy Minister of Education and President of the NTA and is supervised by the NTA's Executive Director. The Professional Development Co-ordinator is one of three current resource persons for the Nunavut Professional Development Council (PDC) that co-ordinates, and promotes effective teacher directed Professional Development in Nunavut.

There are currently 900 NTA members working in three regions across Nunavut. These members are eligible to make application for various Professional Development Fund initiatives.

The Professional Development Co-ordinator facilitates effective communication about Professional Development Fund initiatives with liaison officers at each school. At times the Professional Development Co-ordinator communicates with various Department of Education personnel, NTA elected positions (Central Executive and Central Council) and works closely with the Nunavut PDC.

The successful candidate will possess the following competencies:

- Knowledge of the basic structure of the Department of Education and the Nunavut Teachers' Association.
- Knowledge and understanding of the Professional Development initiatives offered and available to NTA members across Nunavut.
- General knowledge of the budgeting process and understanding of financial statements.
- Ability to work independently and with a team in providing assistance to the PDC.
- Ability to work in a bicultural or multicultural environment.
- Facilitation and communication skills to allow for collaborative program development and implementation.
- Proficiency with Word, Excel, and a data base program.
- Proficiency with the use of the Internet for researching information.
- Experience in leading Professional Development workshops at a school, regional or territorial level.
- Fluency in an Inuit Language would be an asset.
- Knowledge of Inuit language, communities, culture, land and Inuit Qaujimajatuqangit is an asset.

It is recommended that applicants:

- Are in possession of a B.Ed.
- Have five years successful northern working experience.

A Job description may be obtained by contacting the NTA Central Office, Iqaluit. Phone: (867) 979-0750 Ext 7 or Email: jfanjoy@ntanu.ca

Start Date for this term position will coincide witih the start of the Iqaluit school calendar. The salary will range from $69,659.00 to $131,151.00 depending on qualifications and experience as per the NTA Collective Agreement. There is a Program Development Specialist Allowance of $1,758.00 and a Northern Allowance of $15,016.00 per annum.

Priority will apply to self-identified Nunavut Inuit.

Housing is not available with this position.

To apply, you must e-mail your complete application (Word document or pdf file) to:

PD Co-ordinator Competition
Nunavut Teachers' Association
2-2738 Tasilik St., Iqaluit, Nunavut X0A 2H0
Phone: (867) 979-0750
E-mail: jfanjoy@ntanu.ca

Closing Date for the competition is: March 28th, 2025
Only applicants selected for interviews will be contacted.