

Team Building:

Saskatchewan schools reflect our province's practice of cooperation and collaboration in building community. Saskatchewan Education (1999) suggests the following roles and responsibilities in order to strengthen partnerships. It is understood that these roles and responsibilities should be refined to suit local needs. They are not all inclusive as stated here but will serve as appropriate guidelines.

Student:

- Takes ownership for his learning
- Shares personal goals, if possible
- Works towards reaching long and short term goals
- Participates in school activities, when possible
- Self monitors, when appropriate
- Takes responsibility for classroom work

Administrator(s):

- May aid in the design and development of personal program plans
- Is supportive of personal program plans
- Is a member of the collaborative team, but not necessarily the team leader
- Ensures that team decisions are prepared, implemented, evaluated and planned
- Follows collaborative decision making processes that place the student in the classroom that will best meet his needs
- Supports and allocates planning time for collaboration
- Ensures that support services, resources and inservice opportunities are provided as required based on the students' needs
- Maintains a strong commitment to the development of parent and community partnerships
- Identifies and develops partnerships with community agencies, mobilizing resources and supports involvement of community members
- Seeks professional development to improve skills
- Ensures that forms and documents required by the division are completed
- Notifies the superintendent of student services when a special needs student transfers in or out of the school
- Assists with problem solving initiatives

Classroom Teacher:

- Aids in the design and development and is supportive of personal program plans
- Delivers instruction and support that is consistent with the policies and procedures established by the *Northwest School Division*
- Is a member of the collaborative team and may act as the team leader or facilitator
- Is responsible for effective educational programs, including adaptations and adjustments in curriculum materials and instruction
- Works with the special education teacher
- Collects assessment information
- Is aware of the needs of all students
- Seeks professional development to improve skills
- Maintains ongoing communication with collaborative team members regarding the students' needs
- Encourages and facilitates community involvement
- Creates an atmosphere of acceptance
- Works as a team member with the special education teacher to direct and guide the educational assistant

Special Education Teacher:

- Provides leadership in the design, development and is supportive of personal program plans
- Provides leadership and support for staff in implementing and evaluating programs for students
- Is a member of the collaborative team
- Monitors and ensures that the policies and procedures of Saskatchewan learning are implemented to meet the needs of diverse learners
- Provides diagnostic assessment to help determine the strengths and needs of students'
- Communicates regularly with other team members
- Supports instructional programs
- Shares knowledge of community agencies
- Works to develop programs for children with special needs
- Documents the personal program plans
- Seeks professional development to improve skills

- Facilitates planning, decision making and problem solving meetings

Educational Assistant: *** SEE INSERT FROM CREATING OPPORTUNITIES

- Aids in the design and development and is supportive of personal program plans
- Does NOT plan lessons or units of work.
- Is a member of the collaborative team
- With a teacher's direction and guidance carries out some learning activities
- Reinforces learning
- Monitors and records the progress of instructional goals
- Assists the teachers in getting materials and programs in place for students with special needs
- Communicates with the required teachers about the students
- Is an integral part of the classroom and helps other students, as time allows
- Supports the special needs students when at aqua therapy , "Horses for Healing", or other school sponsored activities
- Seeks professional development to improve skills
- Aids with personal hygiene for special needs children
- Assists with other duties as requested by the teacher(s) or administrator(s)

Parents/Guardians:

- Aids in the design and development and is supportive of personal program plans
- Members of the collaborative team
- Participates in their children's learning
- Participates in planning and evaluation of their child's progress
- Reinforces and extend on the educational efforts of the school team
- Provides ongoing information to the school
- Advocates for their children
- Keeps records of their children's academic or medical history to share with the school

Related Services Professionals and other Collaborative Team Members:

- Aids in the design and development and is supportive of personal program plans
- Responds to specific requests initiated by school personnel, parents, or students
- Assesses students to derive a better understanding as to students' strengths and needs
- Are members of the collaborative team, as required
- Collaborates with others when developing a plan for the benefit of students
- Communicates with parents, classroom teachers and other professional as required
- Shares information regarding resources and services available and provides these services, if possible, when needed
- Shares data regarding students' needs, growth and education
- Respects the values and rules of the school
- Maintains confidentiality of students records
- Assists in transitional planning for students and families
- Ensures that appropriate documents are saved and sent to school personnel
- Ensures transference of information
- Maintains confidentiality of students' families, records and pertinent information
- Acts as advocates for students
- Seeks professional development to improve skills

Superintendent of Student Services:

Reports to:

The Director of Education

General Duties:

The superintendent of student services is responsible for overseeing the general organization, administration and supervision of programs for students with special needs. Special needs students include those with academic, intellectual, physical, behavioral, emotional and social challenges.

Specific Duties & Responsibilities:

1. Promotes a collaborative working relationship with school staff and parents, community and other agencies.
2. Assists in the administration area of planning, budgeting, coordination and organization of services, programs, policies, communications and staffing in relation to special needs programming and student services.
3. Prepares reports as required by the Board of Education and Saskatchewan Learning.
4. Attends meetings of the Board of Education, principals, teachers and other personnel, as requested by the Director.
5. Prepares and submits reports to the Director, as required.
6. Interprets and administers the regulations of the Saskatchewan Learning and the policies of the Board of Education.
7. Collects data from the schools for Saskatchewan Learning and INAC in regards to special education funding.
8. Communicates regularly with special education teachers through meetings and individual contact in order to provide direction and support.
9. Provides direction and support to the Structured Success program, the Transition Place and the Ascent program, and the Alternate Program.
10. Provides direction and programming support to classroom teachers, principals and educational assistants with regard to special needs students and student services.
11. Attends M.A.P.S. meetings and special program meetings, where appropriate.
12. Approves adding or deleting of services as they relate to special education.
13. Advises staff in the ordering of technical aids.
14. Implements the designation of special needs children according to the guidelines provided by Saskatchewan Learning.
15. Oversees "special" programs such as aqua therapy and "Horses for Healing".
16. Oversees the assessment and testing of special needs students.
17. Advises schools and parents on the placement of special needs students.

18. Organizes professional development experiences in special education and student services.
19. Attends regional special education meetings, as scheduled.
20. Attends to other duties as directed by the Director of Education.