ROLE OF INCLUSIVE LEARNING SUPPORT TEACHER

Background

Guided by the Division's mission, vision, values, beliefs/principles and motto, the Inclusive Learning Support Teacher will assist the Director of Student Services in fulfilling the general and specific aspects of the role description for the Superintendent as defined in the Education Act and Board policy.

Inclusive Learning Support Teachers are Teachers who are knowledgeable about inclusive education and are skilled at facilitating collaboration and sharing best practices. The Inclusive Learning Support Teacher supports the equity and access to quality programming and resources for all students. The Inclusive Learning Support Teacher works with learning teams to provide students with the opportunity to access learning environments that are the least restrictive and most inclusive.

Procedures

The Inclusive Learning Support Teacher is directly responsible and accountable to the Director of Student Services.

The Inclusive Learning Support Teacher is often designated as the key contact within their school for students with diverse learning needs.

1. **Resource Provider:** Providing information and resources upon teacher request. Routinely providing updates on new resources.
2. **Instructional Leader:** Building Teacher capacity to explore the use of research-based instructional strategies (e.g., differentiated instruction, positive behaviour supports, universal design for learning, response to intervention) and innovative practices to ensure that all students have access to meaningful and effective learning opportunities.
3. **Classroom Supporter:** Building Teacher capacity to explore and enhance innovative instructional practices through systematic modeling, co-teaching and feedback.
4. **Learning Supporter:** In collaboration with staff, identifying school needs to implement professional learning plans that enhance Teachers' abilities to address the unique strengths and needs of all learners in the school community.
5. **Mentor**: Building and maintaining relationships with Teachers so that a high level of trust is created and maintained between the Teacher and the Inclusive Learning Support Teacher.
6. **School Leader:** Working closely with colleagues and Administrators to promote and support school improvement that aligns with Wild Rose School Division's vision and provincial goals.

7. **Assessment Guide:** Helping Teachers select, understand and use data to improve instruction.
8. **Change Agent:** Promoting exploration and change in instructional practices (e.g., introducing innovative ideas, questioning practices, making observations, new technology).
9. **Lifelong Learner:** Modeling, experiencing and promoting continuous learning experiences

Roles & Responsibilities

1. Administer Level B Assessments (Woodcock Johnson IV, KeyMath, etc.)
2. Develop schedules and assigning duties of Educational Assistants in consultation with school administration
3. Use a variety of assessment procedures to gather additional information necessary to determine appropriate interventions and programming for students with diverse learning needs. This may include observations, analysis of work samples, interviews, meeting with parents, informal inventories and checklists, and formal assessments as necessary.
4. Schedule and facilitate Program Planning Team meetings (PPT) in collaboration with school administration, Family Wellness Workers and Teacher representatives
5. Maintain a brief written record of PPT Meetings and student case conferences to support student learning
6. Is a member of the school Lead Team
7. Support implementation of Assistive Technology by submitting requests and following up forms
8. in consultation with Assistive Technology Facilitator
9. Submit referrals for Therapy (OT, SLP, PT, DHH, Vision, etc.) to secure services
10. Schedule and facilitate monthly Core Team Collaborative Meetings (Elementary & K-12 schools only).
11. Ensure that Core Team meeting minutes are documented and accessible to team members
12. Initiate and coordinate transition plans for students
13. Work with the Family Wellness Worker/Family Wellness Worker Assistant to provide community supports for students and families with diverse learning needs
14. Maintain documents as required by Student Services as outlined by the Director of Student Services
15. Collaborate with the student learning teams, in the development of Student Behaviour Support Plans/ Individual Program Plans/Medical Plans
16. Collaborate with Family Wellness Worker in the development of the *Student Success in Schools Plan*
17. Collaborate with Learning Teams when developing WrapAround & Violent Threat Risk Assessment referrals
18. Attend all Wrap Around & Violent Threat Assessment, and ensure that minutes are recorded for each.
19. Support students who access Program Unit Funding that are enrolled in onsite kindergarten programs

References: Employment Standards Code
Protection of Privacy Act (POPA)
Labour Relations Code
Occupational Health and Safety Act

Adopted: February 2023