



STUDENT SERVICES TIMELINE – GRADES 9-12

PRIOR TO FIRST DAY OF CLASSES IN SEPTEMBER

- ☐ Organize office
- ☐ Organize materials
- ☐ Preliminary organization of programs
- ☐ Review new material for program
- ☐ Prepare report of all students on caseload for presentation in September
- ☐ Begin preparation of programs, collect materials
- ☐ Contact educational assistants with assignment placements
- ☐ Oversee STEP placements
- ☐ Review timetables for next year; make changes as necessary

SEPTEMBER

- ☐ Orient new educational assistants
- ☐ Timetable for educational assistants
- ☐ Inform educational assistants who are to be evaluated this year
- ☐ Timetable for students in resource
- ☐ Check accumulated credits and current course load for all students on caseload who plan to graduate that year
- ☐ Plan M/I programs for students on caseload with classroom teachers
- ☐ Assist classroom teacher in developing Adapted/Modified Programs taught in classrooms to students on caseload
- ☐ Share Student Support Plans (AEP, IEP, BSP, IT P) with classroom teachers
- ☐ Set up team meetings for Student Support Plans
- ☐ Administer/supervise medications and ensure documentation
- ☐ Ensure training of those who administer medication
- ☐ Meet with school counselor re: students on caseload
- ☐ Check with teachers about possible referrals
- ☐ Consult and collaborate with other team members
- ☐ Attend Divisional Student Services meeting
- ☐ RTI Leadership/School Student Services Meeting
- ☐ Complete TMSD Forms: AAA, CFS, EAL
- ☐ Organize Credit Recovery

OCTOBER

- ☐ Class Profile Meetings
- ☐ Check students on monitor status
- ☐ Student Support Plan meetings
- ☐ Transition Planning Meetings
- ☐ Divisional Multi-Agency Transition Planning Meeting
- ☐ Summative Evaluation for M/I programming in resource room



- ☐ RTI Leadership/School Student Services Meeting

NOVEMBER

- ☐ Parent/Teacher Interviews
- ☐ Celebration of Learning
- ☐ RTI Leadership/School Student Services Meeting

DECEMBER

- ☐ Summative Evaluation for M/I programming in resource room
- ☐ Attend Divisional Student Services meeting
- ☐ RTI Leadership/School Student Services Meeting

JANUARY

- ☐ Begin process of educational assistant Evaluation in semestered courses
- ☐ Semester I final and year midterm exam support
- ☐ Summative Evaluation for M/I programming in resource room
- ☐ Provide alternative exam room and assistance
- ☐ RTI Leadership/School Student Services Meeting

FEBRUARY

- ☐ Timetabling/scheduling for educational assistants in semestered courses
- ☐ Timetabling for students in resource
- ☐ Programming planning for M/I courses in resource room
- ☐ Assist in developing adapted/modified Programs with classroom teachers
- ☐ Share Student Support Plans (AEP, IEP, BSP, ITP) with classroom teachers
- ☐ Divisional Student Services Meeting
- ☐ RTI Leadership/School Student Services Meeting
- ☐ Organize Credit Recovery

MARCH

- ☐ Class Profile Meetings
- ☐ Student Support Plan update meetings
- ☐ Transitional Planning Meetings
- ☐ Parent/Teacher interviews
- ☐ Student Led Conferencing (Killarney)
- ☐ Summative Evaluations for M/I programming in resource room
- ☐ Attend Divisional Student Services meeting
- ☐ RTI Leadership/School Student Services Meeting

APRIL

- ☐ Celebration of Learning (Boissevain)
- ☐ Initiate educational assistant evaluations



- ☐ RTI Leadership/School Student Services Meeting

MAY

- ☐ Complete educational assistant evaluations
- ☐ Review adapted student programs with classroom teachers
- ☐ Begin working on Student Support Plans
- ☐ Transition planning for Grade 12 students
- ☐ RTI Leadership/School Student Services Meeting

JUNE

- ☐ Complete Student Support Plans
- ☐ Conduct Student Support Plan team meetings
- ☐ Complete Needs Survey for Assistant Superintendent of Student Services
- ☐ Assign educational assistant roles for following year
- ☐ educational assistant interviews if applicable
- ☐ Planning meeting for Grade 8 students transitioning from feeder schools and within the school
- ☐ Provide alternative exam room and assistance
- ☐ Shred contact notes from SLP and Psych
- ☐ Fill out and update blue cards in cumulative files
- ☐ Complete destruction logs
- ☐ Textbook and supply orders for fall
- ☐ Summative Evaluations for M/I programming in resource room
- ☐ Attend Divisional Student Services meeting
- ☐ Provide alternative exam room and assistance
- ☐ Assist caseload students with timetabling for next year (check courses and credits)
- ☐ Review Grade 12 student services and cum files and destroy any unnecessary information as per policy; complete log of destruction
- ☐ Send complete log of destruction to the secretary/treasurer of the division
- ☐ Complete computer clean up for any confidential information needing to be destroyed and record in log of destruction
- ☐ RTI Leadership/School Student Services Meeting

ONGOING RESPONSIBILITIES

- ☐ Development and implementation of programs
- ☐ Supervise and support regular instruction homework block in the resource room
- ☐ Supervise makeup tests, and distant education exams
- ☐ Communication with parents
- ☐ Coordinate Distance Education Program (Boissevain)
- ☐ Monitor student health needs
- ☐ Administer/supervise medications and ensure documentation



- ☐ Ongoing assessment
- ☐ Process referrals as required
- ☐ Prepare monthly Education Report for Grades 9-12 students on Multi-Agency caseload and attend meetings when required
- ☐ RTI Leadership/School Student Services Meeting
- ☐ Collect, confirm, and initial time sheets from educational assistants (monthly, part-time, leave forms, storm days)
- ☐ Complete evaluation forms for all new educational assistants where necessary
- ☐ Assist students with course selection
- ☐ Supervise and train educational assistants
- ☐ Consult/collaborate with all team members
- ☐ Complete contact records/telephone contacts
- ☐ Monitor Credit Recovery