

Supporting Student Learning (Tier 1)

Roles and Responsibilities for School-Based Staff

	Principal/ Vice-Principal	Classroom Teacher	Inclusion Support Teacher	Education Assistant	CYFSW
Snapshot	<i>Actively lead the school in a focused effort to develop and implement an inclusive education program.</i>	<i>Plan, coordinate, schedule, and evaluate curriculum and instructional outcomes for all students.</i>	<i>Collaborate with classroom teacher to support the needs of all students, provide targeted intervention where appropriate.</i>	<i>Assist and enhance the educational process of all students in both instructional and non-instructional activities.</i>	<i>Assist and enhance social emotional learning and peer connections for students.</i>
	Organize programs and services in the school to allow for inclusive, flexible models of support. Support schedules for individuals with specialist roles.	Maintain responsibility for ALL students registered in a particular class/block.	Assist classroom teachers and educational assistants in understanding students' disabilities and challenges.	Perform duties under the direct supervision of the classroom teachers and Inclusion Support Teachers.	Assist students and families with accessing community supports to reduce barriers to school success.
	Become familiar with goals/strategies in student plans. Support team in creating collaborative planning opportunities.	Collaborate with Inclusion Support Teacher to develop appropriate goals/strategies/activities for students.	Collaborate with classroom teachers and itinerant specialists to develop appropriate goals/strategies/activities for students.	Collaborate with teachers and specialists to share observations and suggestions regarding front-line experiences with students.	Collaborate with classroom teachers and specialists to provide opportunities available to all students (e.g. playground activities, support for foods programs)
Tier 1	Foster a school culture which respects and values diversity.	Support diversity in the classroom by providing universal, differentiated instructional opportunities for all learners.	Assist classroom teacher with accessing resources and developing materials to support student inclusion in the classroom environment.	Utilize learning resources, implement activities as provided by teachers and itinerant specialists. This includes the use of technology, as appropriate.	Foster a school culture which respects and values diversity.
	Be aware of, and oversee processes for supporting, any medical needs or precautions for individual students in the school.	Be aware of and responsible for any medical needs or precautions for individual students in the class.	Be aware of any medical needs or precautions for individual students on the caseload. Facilitate training and communication with outside services, as appropriate.	Be aware of and responsible for personal role in supporting any medical needs or precautions for individual students in the class. Participate in training as directed.	Be aware of and responsible for any medical needs or precautions for individual students.

Supporting Student Learning (Tier 2)

Roles and Responsibilities for School Based Staff

	Principal/ Vice-Principal	Classroom Teacher	Inclusion Support Teacher	Education Assistant	CYFSW
Snapshot	Actively lead the school in a focused effort to develop and implement an inclusive education program.	Plan, coordinate, schedule, and evaluate curriculum and instructional outcomes for all students.	Collaborate with classroom teacher to support the needs of all students, provide targeted intervention where appropriate.	Assist and enhance the educational process of all students in both instructional and non-instructional activities.	Assist and enhance social-emotional learning opportunities for students.
Tier 2	Develop schedules and supervise plans for educational assistants (in consultation with classroom and inclusion support teachers). Collaborate with team to provide capacity building opportunities for EAs, where appropriate.	Direct EAs in their work with students with respect to classroom activities. This includes the use of technology, as appropriate.	Assist the classroom teacher with directing educational assistants in providing support for students requiring T2 supports. Collaborate with team to provide capacity building opportunities for EAs, where appropriate.	Utilize learning resources, implement activities as provided by teachers and itinerant specialists. This includes the use of technology, as appropriate.	Provide small group support for learners / families (e.g. friendship groups, coaching for Zones of Regulation, Rainbows grief and loss programs, Triple P Parenting)
	Ensure the School Based Team is operational, facilitate collaborative efforts of team members in meeting the unique needs of students.	Refer students and participate in School Based Team meetings to problem-solve around needs of specific students.	Promote a problem-solving approach at School Based Team meetings, coordinate School Based Team (as determined by administrators).	Participate in relevant School Based Team meetings (as requested).	Participate in relevant School Based Team meetings (as requested).
	Know strengths of staff, support training needs, create opportunities for staff to receive needed training and in-service.	Facilitate flexible scheduling of the classroom program to allow for targeted intervention to take place.	Provide targeted, supplementary instruction to small groups; in or out of a classroom. Level B Assessments, as needed	Collect observational data of student experiences, as directed.	Collect observational data of student experiences, as directed.

Supporting Student Learning (Tier 3) Roles and Responsibilities for School Based Staff

	Principal/ Vice-Principal	Classroom Teacher	Inclusion Support Teacher	Education Assistant	CYFSW
Snapshot	<i>Actively lead the school in a focused effort to develop and implement an inclusive education program.</i>	<i>Plan, coordinate, schedule, and evaluate curriculum and instructional outcomes for all students.</i>	<i>Collaborate with classroom teacher to support the needs of all students, provide targeted intervention where appropriate.</i>	<i>Assist and enhance the educational process of all students in both instructional and non-instructional activities.</i>	<i>Assist and enhance social-emotional learning opportunities for students.</i>
Tier 3	Support Inclusion Support Teachers and Itinerant Specialists in creating time for capacity building and the delivery of intervention.	Facilitate aspects of T3 supports that are appropriate within the classroom environment.	<p>Provide individual intense, systematic, supplemental instruction as appropriate.</p> <p>Provide direct support for students with designations; both regularly and additionally scheduled due to staff absences</p> <p>Create structured programs and supportive materials (e.g. visuals, personalized plans)</p> <p>Coach/model strategies for EAs, as needed</p>	<p>Utilize learning resources, implement activities as provided by teachers and itinerant specialists.</p> <p>This includes the use of technology and AAC devices, as appropriate.</p>	<p>Facilitate family access to community services (e.g. food security, connections to outreach or resource associations)</p> <p>Engage in home visits to support families in reducing barriers to services and school attendance/engagement</p>
Monitoring & Case Management	Ensure accurate reporting regarding adaptations/modifications occurs, monitor progress toward IEP/SSP goals.	<p>Report on student progress with respect to learning outcomes, inclusive of individualized goals. All areas not addressed in IEP/SSP are reflected in classroom report cards.</p> <p>Case Manage SSP plans for students enrolled in the class/block.</p>	<p>Establish ongoing communication regarding plans, coordinate team meetings</p> <p>Collect data/monitor progress toward IEP goals</p> <p>Complete and maintain all assigned student's records (i.e., IEP, IEP progress report, safety plans, behavior plans, etc.).</p> <p>Generate Progress Reports for IEPs, as appropriate</p>	<p>Become familiar with goals/strategies in student plans.</p> <p>Provide observational data of student experiences, as directed.</p>	<p>Become familiar with goals/strategies in student plans.</p> <p>Provide observational data of student experiences, as directed.</p>