
STUDENT SERVICES TIME LINE – GRADES K-8

July-August

Prepare teacher folders	Organize office, clean out files, organize materials, etc.
Prepare educational assistants	Contact parents re: medication intake
Review caseload	Contact educational assistants re: assignments/schedules, etc.
Finish draft IEP's	
Begin preparation of programs, collect materials	

September

Arrange meetings with URIS to go over health plans	Remind Grades 1-4 teachers to have Benchmark and Schonell results in by end of September
Place Emergency Response Sheets in staff room	SAP meetings
Make up teacher packages including IEP's and Health Plans	Begin planning for Kindergarten Assessment with K teacher
Review student needs with classroom teachers – classroom profiles	Attend monthly Student Services meeting (Boissevain/Killarney)
Train new educational assistants and check on assignments	Observational Surveys on all Grade 1 students (Minto)
Set up team meetings for Level II students	Inform SLP and Psychologist of an of their students who are Resource or Reading Recovery
Make sure training sessions are arranged for all staff re: medical emergencies	Complete funding applications if necessary
Training of educational assistants re: medication	Meet with Grade 1 teachers to discuss tentative selections of Reading Recovery and Levelled Literacy students
Vision Screening Grade 1,3,4,7,9,11 and all Kindergarten students missed in spring	Meet with Family Services, Children's Special Services, Child and Family Services
Hearing Screening Grade 1 and Kindergarten missed in spring	
Set your own timetable	

October

Complete Kindergarten Assessment

Collect score sheets from the classroom teacher, psychologist and SLP and put data onto computerized summary sheets. Set up a meeting with the SLP, psychologist and classroom teacher to discuss results and make recommendations. Send a copy of the minutes and score sheets to the Assistant Superintendent of Student Services.

Classroom profiles to be completed

Regular instruction

Begin diagnostic assessments (upon teacher request)

IEP meetings

Attend Student Services Meeting

SAP meetings

Set up meeting with Reading Recovery teacher and SLP

Set date for Student Services meetings at Minto and Colony schools

Check students who are on monitor status

Check on individual programs and make any needed adjustments to educational assistants' schedules

Begin Reading Recovery/Levelled Literacy programs

Begin IEP meetings for Level II and Level III students and send minutes to all involved.

November

Complete meetings for Level II students and send out minutes to all involved

Attend Student Services Meeting, Parent/Teacher Interviews, Student Led Conferences

IEP's to be completed, signed by parent and copy sent to Assistant Superintendent of Student Services

December

Diagnostic testing of students (upon teacher request)

Attend Student Services Meeting

SAP meetings

Complete funding applications (if necessary)

January

Review timetable and make changes where necessary

Remind Grade 1-4 teachers to complete Schonell and Benchmark test by end of January

Regular programming

Attend Student Services Meetings

SAP meetings

Diagnostic assessment upon teacher request

Meet with Reading Recovery/Levelled Literacy Support Teacher and SLP to discuss any new students referred

Arrange transition meetings for all at-risk children registering for Kindergarten

Complete evaluations for all new term educational assistants

February

Meet with Kindergarten teachers and SLP to review at-risk K students

Begin evaluations on educational assistants (complete by the end of the month)

Attend Student Services Meeting

SAP meetings

March

Level II and III team meetings. Send copies of minutes to all involved.

Diagnostic assessments for students (upon teacher request)

Attend Student Services Meeting

SAP meetings

Attend Parent/Teacher Interviews, Student Led Conferences

April

URIS applications

Complete funding applications for Level II and III students

Complete assessments on student identified through classroom profile meetings

Attend Student Services Meetings

SAP meetings

Vision Screening of Pre-Kindergarten children at Wellness Fair

Begin evaluation of educational assistants

May

Meet with classroom teachers to review program needs for at-risk students

Retest Kindergarten students

Meet with SLP and Kindergarten teachers to review assessment results

Do Key Math and Woodcock-Johnson Assessments if necessary

Attend Student Service Meeting

SAP meetings

Meet with administration regarding completed educational assistant evaluations

Monitoring of Reading Recovery and Levelled Literacy students

Transition meetings

Complete URIS applications

June

Complete Kindergarten Assessment and send data to Assistant Superintendent of Student Services

Remind Grade 1-4 teachers to complete Schonell and Benchmark tests

Make a list of at-risk students and needs. Complete Level II and III IEP's for all students. Send copies to Assistant Superintendent of Student Services

Shred all contact notes from SLP and Psych.

Fill out and update blue cards in cum files

Begin to determine assignments for educational assistants next year and assign days

Attend Student Services Meeting

SAP meetings

Place textbook and supply orders for the fall

Prepare Year End Review of services provided to Minto and Colony schools.

Set calendars for educational assistants

Complete Special Needs Survey and send copy to Assistant Superintendent of Student Services

Order supplies for instructional assistants and student services

Complete Reading Recovery year end forms/complete Levelled Literacy year and forms

Transition Meetings

Complete and send out letters to doctors re: medication (Form B, Medical Protocol)

Provide alternative exam room and assistance

Complete Log of Destruction and computer clean-up for any confidential information destroyed.

*******Ongoing Responsibilities*******

Process referrals as required

SAP meetings

Monthly in-school Student Services meeting – present caseload activity report

Prepare report and attend monthly Multi-Agency Committee meetings when required

Development and implementation of programs

Collect and monitor time sheets for instructional assistants (monthly, part-time, leave forms, storm day forms)

Facilitate and compile evaluative information re: educational assistants

Supervise and train educational assistants

Consult/collaborative with all team members

Complete contact records/telephone contact

Communication with parents

Administer/supervise medications and ensure documentation

On-going assessment