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## STUDENT SERVICES TIME LINE – GRADES 9-12

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### JULY-AUGUST

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

### SEPTEMBER

Orient new educational assistants	<b><i>Program Planning continued...</i></b>
Timeline for educational assistants	Process Emergency Response Plans for self-administering asthmatics
Inform educational assistants who are to be evaluated this year	Distribute Health Care Plans to teachers, buses, staff rooms
Timetable for students in resource	Administer/supervise medications and ensure documentation
Check accumulated credits and current course load for all students on caseload who plan to graduate that year	Ensure training of those who administer medication
<b><u>Program Planning:</u></b>	Meet with school counselor re: students on caseload
Plan M/I programs for students on caseload with classroom teachers	Meet with CFS for Summer Update
Assist classroom teacher in developing Adapted/Modified Programs taught in classrooms to students on caseload	Check with teachers about possible referrals
Share IEP's & Transition Plans with classroom teachers	Meet with Family Services and Housing to review eligible caseload
Set up team meetings for Level II & III	Consult and collaborate other team members
Complete Level II & III Funding Applications – for students missed in spring funding	Set up URIS training for staff
URIS applications	
Training sessions for staff re: Emergency Response Plans	

**OCTOBER**

Check students on monitor status

IEP meetings: Level II funded and Level I high risk

Transition Planning Meetings

Summative Evaluation for M/I programming in resource room

Divisional Student Services Meeting

**NOVEMBER**

Parent/Teacher Interviews

Celebration of Learning

**DECEMBER**

Begin funding applications for January

Summative Evaluation for M/I programming in resource room

Divisional Student Services Meeting

**JANUARY**

Begin process of instructional assistant Evaluation in semestered courses

Level II and III funding additions

Semester I final and year midterm exam support

Summative Evaluation for M/I programming in resource room

Provide alternative exam room and assistance

**FEBRUARY**

Timetabling/scheduling for instructional 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 IEP's & Transitional Plans with classroom teachers

Divisional Student Services Meeting

**MARCH**

IEP update meetings

Transitional Planning Meetings

Parent/Teacher interviews

Student Led Conferencing (Killarney)

Summative Evaluations for M/I programming in resource room

**APRIL**

Level II & III Funding Applications	Initiate instructional assistant evaluations
Celebration of Learning (Boissevain)	Divisional Student Services Meeting

**MAY**

Complete instructional assistant evaluations	Initiate Level II and III IEP's
Review Level I student program with classroom teacher	Transition planning for S4 students

**JUNE**

Complete Level II & III IEP's	Summative Evaluations for M/I programming in resource room
Conduct Level II & III team meetings	Divisional Student Services Meeting
Complete Needs Survey for ADAP and send to Assistant Superintendent of S.S.	Provide alternative exam room and assistance
Assign instructional assistant roles for following year	Assist caseload students with timetabling for next year (check courses and credits)
Instructional assistant interviews if applicable	Revise list of URIS students and update
Planning meeting for Grade 8 students transitioning from feeder schools and within the school	Complete and mail Doctors' forms re: medication
Provide alternative exam room and assistance	Review Senior 4 student services and cum files and destroy any unnecessary information as per policy; complete log of destruction
Shred contact notes from SLP and Psych	Send complete log of destruction to the secretary/treasurer of the division
Fill out and update blue cards in cum files	Complete computer clean up for any confidential information needing to be destroyed and record in log of destruction
Complete destruction logs	
Textbook and supply orders for fall	

**\*\*\*\*\*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)

Coordinate SIC/SIP

Monitor student health needs

Administer/supervise medications and ensure documentation

Ongoing assessment

Process referrals as required

Prepare monthly Education Report for S1-4 students on Multi-Agency caseload and attend meeting when required

Weekly SAP meetings (Boissevain)

Monthly in-school Student Services Meeting present caseload activity report

Collect, confirm, and initial time sheets from instructional assistants (monthly, part-time, leave forms, storm days)

Complete evaluation forms for all new instructional assistants where necessary

Assist students with course selection

Supervise and train instructional assistants

Consult/collaborate with all team members

Complete contact records/telephone contacts