

Personnel and Employee Relations 7008 Staffing Instructional Assistants for Students with Intensive Needs	Administrative Application	
	Last Reviewed /Approved on:	August 21, 2024
	References:	Policy 12 – Role of the Director Instructional Assistant Handbook 2023
	Status:	Operational

Preamble

The Regina Catholic School Division (RCSD) provides instructional support staff for students with intensive needs and those students who may require additional short-term supports. Staffing for appropriate support personnel requires regular monitoring and adjustments based on student needs.

Application

1. Staffing Responsibilities

- a. The Student Services Coordinator, in consultation with school-based administrators, other division personnel and parent(s) or guardian(s), ensures regular monitoring and adjustment of instructional assistant support for students with intensive needs and those requiring additional short-term supports.
- b. By May 1 of each school year, the Student Services Coordinator shall present information about student needs within the school division to the Human Resource Services Supervisor. In consultation with the Student Services Coordinator, school administrators, and, where necessary, the superintendents responsible for Human Resources and Student Services, the Human Resource Services Supervisor will coordinate the placement of instructional assistant supports within the division.

2. Allocation of Instructional Assistants

Principals shall consider the following guidelines:

- a. Instructional assistants work with multiple students in a classroom, to encourage inclusion and the growth of social skills and independence in students with intensive needs.
- b. Instructional assistant allocation is subject to ongoing review. As students move into or out of schools, allocation of instructional assistant time and location may change.

- c. For the reason that instructional assistants have different salary classifications, administrators must consult with the Supervisor of Human Resource Services if they wish to consider a change in assignment.
 - d. Instructional assistants do not have any responsibility for program planning, teaching, assessment and evaluation related to students with intensive needs.
 - e. Instructional assistants are not permitted to independently perform duties outside of those associated with their designated position unless there has been consultation with the Supervisor of Human Resource Services by the respective supervisor. If training is required to perform additional duties independently ESP staff must not perform duties until all training has been complete and documented by HR. Refer to job descriptions for primary duties and responsibilities. ESP staff who have not completed the required training for additional duties/responsibilities may assist other staff who have been trained or under the supervision of administration or teacher.
 - f. The intensive supports classroom teacher is responsible for all program planning, teaching, assessment and evaluation related to students with intensive needs in intensive needs programs (e.g. EFAP, FIP, SLE, St. Faustina). The Learning Resource Teacher in consultation and collaboration with mainstream teachers have a shared responsibility in program planning, teaching, assessment and evaluation (e.g. IIP) related to students with intensive needs in mainstream classrooms.
3. **Additional Students with Intensive Needs Enrolled During the School Year**
When a new student with intensive needs joins a school community:
- a. The school-based principal is responsible for contacting their area Superintendent and Student Services Coordinator.
 - b. The school-based administration and appropriate school-based staff will meet with the Student Services Coordinator to discuss supports. As with the placement of all instructional assistants, where necessary, the superintendent responsible for Human Resources staffing and Student Services may be included in the discussion.
 - c. The Supervisor of Human Resource Services will coordinate the placement of instructional assistant supports within the division in consultation with Student Services.