

PRE-SERVICE CUPE SUPPORT STAFF

Background

The District is committed to supporting quality support staff education. To this end it encourages cooperation with support staff education institutions, authorizes the placement of pre-service support staff within schools in the District and will contribute to the administration of the support staff education programs offered within the District.

While pre-service support staff need the flexibility and the opportunity to learn, it is recognized that the education of the students in the class shall be of primary importance.

Procedures

1. Practicum Placement Agreements between the district and institutions shall be in place prior to a support staff practicum student begins.
 - 1.1. The District Principal of Student Services will seek and review all Practicum Placement Agreements to ensure they meet District standards.
 - 1.2. The Secretary Treasurer will sign and retain copies of all Practicum Placement Agreements.
 - 1.3. The District Principal of Student Services will maintain a listing of institutions and agreement expiry dates.
2. Administration and Staff
 - 2.1. Pre-service support staff shall not be used as support staff replacements.
 - 2.2. Pre-service support staff shall be assigned only to experiences for which they have specific training and/or background.
 - 2.3. Legal responsibility for student supervision, individual safety and classroom organization remains with the teacher during a pre-service support staff's practicum.
 - 2.4. Teachers shall be held responsible for overall classroom management routines, instructional strategies, assessment, evaluation, and all other such duties and responsibilities as they relate to the classroom students.
 - 2.5. No pre-service support staff shall assume support responsibility for a student(s) without support plans approved by the practicum supervisor.
 - 2.6. Matching pre-service support staff and school practicum supervisor will be a collaborative process involving the teacher, pre-service support staff, Principal, District staff, and a representative from the educational institution.
 - 2.7. In cases where a pre-service support staff's assignment needs to be adjusted, this will be done so in collaboration between the pre-service support staff, the participating practicum supervisor(s) and a representative of the educating institution.

3. Selection of Practicum Supervisor

- 3.1. The Principal shall work with District staff to liaise with support staff education institutions and facilitate support staff education experiences.
- 3.2. Practicum supervisors are to have the equivalent of three (3) years - teaching experience with support staff in their classrooms.
- 3.3. Classroom and Student Services Teachers shall be given the opportunity annually to indicate their interest to their Principal in being a school advisor or school coordinator.
- 3.4. A teacher who assumes the role of practicum supervisor and the Principal are strongly encouraged to attend in-service sessions as required to provide effective supervision and feedback for pre-service support staff.

Reference: Sections 17, 20, 22, 65, 85, 87 School Act
College And Institute Act [RSBC 1996] Chapter 52
University Act [RSBC 1996] Chapter 468
School Regulation 265/89

Approved: August 15, 2021

Revised: