

ITINERANT EDUCATIONAL ASSESSMENT POLICY

1. Educational Assessment Specialists/Speech Language Pathologists/Itinerant Teacher for Hard of Hearing:

1.1 Student Referrals:

- 1.11 Student referrals to Educational Assessment Specialists and Speech Language Pathologists shall not fail to be the responsibility of the Guidance Counselor and or Co-ordinator of Student Services utilizing the RTS System and a paper copy.
- 1.12 In schools where there does not exist a Guidance Counselor and or Co-ordinator of Student Services the Principal shall not fail to take responsibility for student referrals to the Educational Assessment Specialist and Speech Language Pathologists.
- 1.13 Student referrals shall be filled out by the appropriate people. The Guidance Counselor/Speech Language Pathologist/Principal shall be responsible for sending the referral form to the appropriate Student Services Specialist.

1.2 Student Assessment Results:

- 1.21 Upon completion of the assessment the student report shall not fail to be communicated to the originating source (Guidance Counselor/Student Services Co-ordinator/Principal).
- 1.22 The Educational Assessment Specialist/Speech Language Pathologist shall not fail to review the student report with the referring agent (Guidance Counselor/Special Education Co-ordinator or Principal).
- 1.23 The Educational Assessment Specialist/Speech Language Pathologist shall not fail to meet with the Parents separately or in an ISSP meeting.

1.3 Timeline for Student Assessment:

- 1.31 Students shall not fail to be assessed on a priority basis (students with pervasive needs, transitioning students, Janeway Team Referrals; Alternate Academic Program).
- 1.32 Once an assessment begins, the Educational Assessment Specialist and or Speech Language Pathologist shall not fail to communicate the results to the originating school within one month.

2. Educational Assessment Specialist School Responsibilities:

2.1 Position Description:

- Assessment of Students
- Developing and communicating the Plan of Interventions
- District Student Counseling
- Behavior Management Plans
- Staff Inservice **on Student Services Related Issues**
- Counseling by PolyLink and or Video Conferencing
- Consultation

2.2 Assigned Schools:

- Educational Assessment Specialist 1
 - o A.P. Low Primary School, Labrador City
 - o J.R. Smallwood Middle School, Wabush
 - o Menihek High School, Labrador City
- Educational Assessment Specialist 2
 - o Jens Haven Memorial School, Nain
 - o St. Peter's School, Black Tickle
 - o Henry Gordon Academy, Cartwright
 - o Mealy Mountain Collegiate, Happy Valley-Goose Bay
- Educational Assessment Specialist 3
 - o B.L. Morrison School, Postville
 - o Amos Comenius Memorial School, Hopedale
 - o Queen of Peace Middle School, Happy Valley-Goose Bay
- Educational Assessment Specialist 4
 - o Northern Lights Academy, Rigolet
 - o J.C. Erhardt Memorial School, Makkovik
 - o Lake Melville School, North West River
 - o Peacock Primary School, Happy Valley-Goose Bay
 - o Mud Lake School, Mud Lake

2.3 Number of School Visits:

- 2.31 Coastal schools shall be visited a minimum of two times with Nain and Hopedale having a minimum of three visits. **First school visit (Nain, Hopedale) shall be completed by October 31st or earlier if necessary.**
- 2.32 School visits shall increase if the caseload merits it.

2.4 Communication to District Office:

2.41 **RTS data shall be completed monthly.**

3. Speech Language Pathologist School Responsibilities:

3.1 Position Description:

- To assess student development and implement speech language programs.
- To inservice teachers and parents on individual student interventions.
- To inservice teachers on speech language strategies.
- Focus is to be on K-7 students or as resource ability allows.
- Follow-up student progress via video conference **or other electronic means.**
- Follow-up teacher support via video conference **or other electronic means.**
- **Follow –up with students shall occur twice a year electronically depending on priority.**
- **Follow-up with teachers shall occur once a month electronically.**
- **Modeling of Interventions for coastal teachers electronically.**

3.2 Assigned Schools:

- Speech Language Pathologist 1
 - o A. P. Low Primary, Labrador City
 - o J.R. Smallwood Middle School, Wabush
 - o Menihek High School, Labrador City
 - o Henry Gordon Academy, Cartwright/**St. Peter’s School, Black Tickle**
- Speech Language Pathologist 2
 - o Peacock Primary School, Happy Valley-Goose Bay
 - o Amos Comenius Memorial School, Hopedale
 - o B.L. Morrison School, Postville
 - o Northern Lights Academy, Rigolet/**Mud Lake School, Mud Lake**
- Speech Language Pathologist 3
 - o Queen of Peace Middle School, Happy Valley-Goose Bay
 - o Lake Melville School, North West River
 - o Mealy Mountain Collegiate, Happy Valley-Goose Bay
 - o Jens Haven Memorial School, Nain
 - o J.C. Erhardt Memorial School, Makkovik

3.3 Number of School Visits:

- 3.31 Each school is to have a minimum of one visit to update student files, programs and to assess referrals.
- 3.32 Schools having significant case loads (**Jens Haven Memorial School/Amos Comenius Memorial School**) shall have a minimum of three direct contact visits. **First school (Nain, Hopedale) visit shall be completed by October 31st or earlier if necessary.**
- 3.33 **Follow-up for students shall occur a minimum of twice a year.**
- 3.34 **Follow-up for teachers shall occur a minimum of once per month.**

3.4 Type of Inservice:

- 3.41 Assessment – must be completed by a qualified Speech Language Pathologist.
- 3.42 Program Development – must be completed by a qualified Speech Language Pathologist.
- 3.43 Program Implementation – shall be completed by the qualified Speech Language Pathologist, Speech Language Itinerant, teacher or parent.
- 3.44 Intervention strategies shall be provided by the Speech Language Pathologist to teachers who are providing Speech Language services to students.
- 3.45 Monthly contact or more is required for coastal schools where the teacher is providing direct service.

3.5 Communication to District Office:

- 3.51 RTS data shall be completed monthly.**

4. Teacher for Deaf/Hard of Hearing School Responsibilities:

4.1 Position Description:

- Referral of students to audiologists and other support agencies

- Recommend access to specialized equipment
- Assist in transitioning of pre-schoolers, transfers and graduates
- Regular checks of ear molds, hearing aids and FM systems
- Fabricate ear molds impressions
- Appropriate use and maintenance of equipment
- Perform otoscopic observations
- To assist in ISSP Development
- To carry out direct teaching in areas of language difficulty due to hearing loss
- To provide assessment of progress

4.2 Assigned Schools:

4.21 All schools within the Labrador District where there are identified Deaf and Hard of Hearing students who meet the criteria for itinerant services.

4.22 First school visit shall occur by October 31st or earlier if necessary.

4.3 Number of School Visits:

4.31 Minimum of two visits per year where services are required.

4.32 Follow-up with students shall occur once a month electronically.

4.33 Follow-up with teachers shall occur once a month electronically.

4.4 Communication to District Office:

4.41 RTS shall be completed monthly.

5. Itinerant Guidance Counselors (Coastal):

5.1 Position Description:

5.11 **Career Counseling:**

- **Post Secondary Applications**
- **Scholarship Applications**
- **Organization of school trips under Student Interchange Program**
- **High School Course Selection**

- 5.12 **Personal Counseling:**
 - Assist Program
 - Peer Counseling
 - Inter-Agency Referrals

- 5.13 **Staff Professional Learning:**
 - Pathways Model
 - Consultation on Extreme Behaviours
 - Bullying Education/Protocol of Intervention

5.2 Assigned Schools:

- 5.21 **Itinerant Guidance Counselor #1:**
 - St. Peter's School, Black Tickle
 - Henry Gordon Academy, Cartwright
 - B.L. Morrison School, Postville
 - Amos Comenius Memorial School, Hopedale

- 5.22 **Itinerant Guidance Counselor #2:**
 - Northern Lights Academy, Rigolet
 - J.C. Erhardt Memorial School, Makkovik
 - Jens Haven Memorial School, Nain

6. Number of School Visits:

- Each position shall have a two week block of visitations per month.
- Based on school size and needs, Hopedale and Nain shall each receive one (1) week of service per month.
- Counseling requests and other interventions may occur outside of the two week block electronically (compensation will be provided at an agreed upon rate).
- If unable to travel due to weather, the Itinerant shall report to District Office where the visit shall be conducted electronically.

7. Communication with Board Office:

- A semi-annual report to be submitted to the Assistant Director of Education (Programs) in January and June.
 - Number of visits per community
 - Update on various initiatives
 - Identification of concerns with present approach