



## Kwayaciiwin Education Resource Centre

43 Queen St., Sioux Lookout, ON P8T 1B8  
807.737.7373 | [www.kwayaciiwin.com](http://www.kwayaciiwin.com)

### **Terms of Reference: 2nd Level Services for High-Cost Special Education**

**April 1, 2016 - March 31, 2017**

The following roles and responsibilities will be established to maintain protocol and procedure.

#### 1. Band Council

- a. Ensure 15% high-cost special education funding allotment is provided to Kwayaciiwin Education Resource Centre
- b. Support the Education Authority, School and Special Education Team in meeting the needs of the students by communicating with the KERC Special Education Coordinator and KERC Assessment Lead on a semi-annual basis through a questionnaire.

#### 2. Local Education Authority & Education Directors

- a. Ensure there is Special Education staff in place within the school.
- b. Support the School and Special Education Team in meeting the needs of the high-cost students by communicating with the KERC Special Education Coordinator and the KERC Assessment Lead on a quarterly basis.
- c. Ensure the reporting is complete each quarter through collaboration with the School Special Education Team as well as the support of the KERC Special Education Coordinator

#### 3. School Special Education Team

- a. Consist of Special Education Staff as well as the school Principal
- b. Participate in two face-to-face professional development workshops during the school year
- c. Collaborate with the KERC Special Education Coordinator and KERC Assessment Lead to communicate needs and address adjustments needed at the community level.
- d. Communicate with the Special Education Coordinator and Assessment Lead through program assessment questionnaire on a quarterly basis.

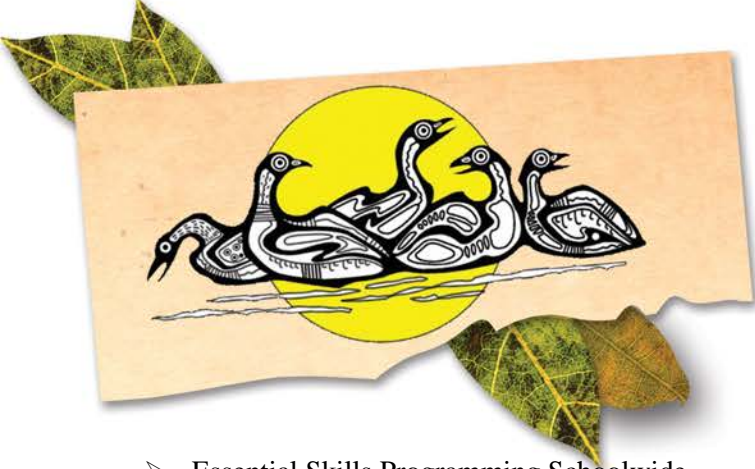


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### 4. Kwayaciiwin Education Resource Centre

- a. Senior Management will support the Band Council, Education Authority, School and Special Education Team in meeting the needs of the high-cost students by meeting with the Special Education Coordinator and Assessment Lead on a monthly basis.
- b. Finance Officer will ensure funding is allocated accordingly
- c. Project Coordinator and Assessment Lead will meet on a weekly basis to discuss community needs and project adjustments required. They will ensure the following outlined objectives are met and supported:
  - Special Education Support through Community Visits
  - Psychometric Services (cognitive assessments) for students designated as ‘High Cost Special Needs’ by Lesley Tomporowski, including a comprehensive report and recommendations for support.
  - Speech-Language Services which will include the following:
    - a. On-Site visit by Speech Pathologist to conduct initial assessment and re-assessment as necessary.
    - b. Videoconference therapy support for the duration of the school year
    - c. Initial Report (Assessment) including goals to come to school as soon as possible.
    - d. Ideas and Goals for classroom and parents.
  - Arrangements for other specialized services as required e.g. physiotherapy, occupational therapy
  - Special Education Professional Development Workshops for Resource Teachers & Tutor Escorts.
    - e. Professional Development Workshop #1: October
    - f. Professional Development Workshop #2: February or March
  - IEP/IPRC Training and Implementation Support as necessary



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- Essential Skills Programming Schoolwide
- Resource Databank
- Special Education & Education Law Follow-Through Support (Including development, implementation and training for policy)
- High Cost Special Education Program (HCSEP) Report Assistance (May 1, May 13)
- September Nominal Roll Identifier Support
- Reporting Development (Including Report Cards, Transition Plans)
- Doctors Group Referrals for Physiotherapy, Occupational Therapy, Ophthalmology and Audiology
- KERC will provide a detailed summary of expenditures however communities will be responsible for final reporting to AANDC. By April 1<sup>st</sup>.