

(REVISED)

2017-2018

HERITAGE CHRISTIAN ONLINE SCHOOL EDUCATION ASSISTANT TRAINING MANUAL

Student Support Service



Table of Contents:

OUR MISSION	3
OUR VALUES	3
KCC STATEMENT OF FAITH.....	4
PHILOSOPHY OF EDUCATION.....	4
WHAT IS AN EDUCATION ASSISTANT?.....	5
CONTRACT OF SERVICES OF AN EDUCATION ASSISTANT.	5
ROLE OF AN EDUCATION ASSISTANT.....	5
RESPONSIBILITIES OF AN EDUCATION ASSISTANT	6
PROGRAM ADAPTIONS AND MODIFICATIONS.....	7
COMPENSATION FOR EDUCATION ASSISTANTS ON CONTRACT.....	8
PROFESSIONAL DEVELOPMENT.....	9
COMPENSATION FOR MANDATORY TRAINING.....	9
TRANSPORTING A STUDENT.....	9
ENTRY FEES.....	10
TERMINATION OF CONTRACT.....	10
EDUCATION ASSISTANT RESIGNATION.....	10
TRAVEL.....	10
REPORTING INCIDENTS.....	11
HARASSMENT.....	11
WORKING WITH A STUDENT IN ISOLATION.....	11
SEXUAL AND PHYSICAL ABUSE POLICY.....	11
LITIGATION POLICY.....	12
WORKSAFE BC.....	12
TAX INFORMATION.....	12
SPECIAL EDUCATION TEAM CONTACT DETAILS	13
APPENDIX I – GLOSSARY OF TERMS	14

OUR MISSION:

To develop innovative Christ centred educational opportunities for learner to explore and embrace God's unique purpose.

OUR VALUES:

ACADEMIC SUCCESS engaged lifelong learners

We aim to inspire every student to become a passionate learner who reaches towards their personal best while continually seeking out opportunities to grow. Our goal is that students leave HCOS having developed the skills and tools to remain discerning lifelong learners.

RELATIONSHIP intentional supportive community

Responding to the needs of our families, we have developed a variety of opportunities for students to connect, to learn together and to build supportive community. Our teachers and staff pray for, encourage and come alongside our students and families as we partner with them in their academic journey.

INTEGRITY authentic Christ followers

One of the definitions of integrity is the quality or state of being complete or undivided. We believe this wholeness can only be found in Christ. Our desire for our students and, by extension their families, is to walk in the fullness of an authentic relationship with Christ within a supportive community that prays together, challenges each other and shares life together.

FLEXIBILITY personalized learning choices

Just as every student is unique, their learning should be as well. We value creating individualized learning plans for every student that are designed to provide a flexible and tailored education, empowering and supporting parents as we partner with them. We strive to create innovative opportunities including individualized home education, any pace online courses, community building face-to-face learning groups, cross-enrolled options and much more.

KCC STATEMENT OF FAITH:

The Education Assistant agrees to respect the statement of faith and values of the Kelowna Christian Society and will not teach or support any anti-doctrinal perspective contrary to this statement of faith.

1. We believe the Bible to be the only infallible Word of God inspired by the Holy Spirit.
2. We believe that there is one God, eternally existent in three persons: God the Father, God the Son and God the Holy Spirit.
3. We believe that God is the creator of all things.
4. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His bodily resurrection, in His ascension to the right hand of the Father, and in the blessed hope of His personal and visible return to this earth.
5. We believe that salvation is available to all who call on the name of the Lord Jesus.
6. We believe that his shed blood on the cross is sufficient to cleanse every person of his/her sins should he/she choose to repent.
7. We believe in the present-day ministry of the Holy Spirit; in the indwelling of the Holy Spirit within each believer; in the baptism of the Holy Spirit; and in the gifts of the Holy Spirit.
8. We believe in the unity of all believers in Christ.
9. Therefore, we believe that man is to live in obedience to God's Word as a response to salvation in Jesus; to enjoy Him; to be directed by Him; and to please Him by doing justly, loving mercy, and walking humbly with Him.

PHILOSOPHY OF EDUCATION:

We understand that our students learn best when their education is tailored to their interests, abilities, and needs. As a program funded by the BC Ministry of Education, we are accountable to the Provincial Learning Outcomes (PLO); however, we offer a flexible approach and work toward maintaining the educational philosophy of the family while meeting the PLO in ways that suit the family's method of learning.

WHAT IS AN EDUCATION ASSISTANT?

Education Assistants (EA) play a key role in supporting the educational program for students with special needs and may perform a variety of functions. The main role of the Education Assistant is to support the student's learning and to work closely with parents, other professionals and the SE teacher assigned to the student. The EA is contracted by the school to provide additional support to the student.

It is necessary to remember that the primary intent of the funding from the Ministry of Education is to provide intervention and this is where the majority of the funding must be spent. Funds are in place because the student requires this support.

CONTRACT OF SERVICES OF AN EDUCATION ASSISTANT:

The contracting for Education Assistant services is the responsibility of HCOS.

The competence and compatibility of the Education Assistant is paramount for the benefit of the child, and the Education Assistant must be able to work with both the family and the school. Once all parties are in agreement, a contract for services is made between the Education Assistant and the school.

An Education Assistant's hours vary depending on funding level and the types of service required. In a few cases, specialized or professional support may be required to supplement the services of an Education Assistant.

ROLE OF AN EDUCATION ASSISTANT:

The role of the Education Assistant **usually** includes:

- Acquiring and organizing instructional materials
- Implementing the Individual Education Plan
- Providing instruction to the child and remediation as appropriate
- Developing and/or supporting learning activities
- Monitoring the child's progress
- Writing a weekly report in FileMaker, noting significant milestones and challenges
- Supervising the child in learning situations outside the home
- Providing feedback to the family and to the school on a regular basis

- Maintain weekly contact with the SE Teacher

It is *not* expected that the Education Assistant will replace the family's role in supporting the child's education. Rather, it is a team effort and the meetings with the SE Teacher should include the Education Assistant when possible. The SE Teacher will also meet with the Education Assistant when needed to assist in the implementation of the program and to monitor progress.

NOTE: EA service is not respite care and EAs are not responsible for other siblings in the home.

RESPONSIBILITIES OF AN EDUCATION ASSISTANT:

Individual Education Plan:

An Individual Education Plan (IEP) is a documented plan developed for a student with special needs that describes individualized goals, adaptations, modifications, the services to be provided, and includes measures for tracking achievement. Additionally, an IEP is a very important communication tool for the IEP team. All members of the IEP team (parents, teachers, consultants, therapists & EAs) need to be involved at some level in creating and implementing the IEP for the student. The student's teacher is the Team Leader, also known as Case Manager for this process. Any goals and/or objectives from an Education Assistant should be submitted to the teacher for consideration for possible addition to the IEP document. In addition, an IEP is a document that can change throughout the year (a fluid document) as the student's needs change. An IEP must have one or more of the following:

- the goals or outcomes set for that student for the school year
- a list of the support services required to achieve goals established for the student; or
- a list of the adaptations to educational materials, instructional strategies or assessment methods.

An IEP should also include the following:

- Present levels of educational performance of the student;
- Setting where the educational program is to be provided;
- Names of all personnel who will be providing the educational and support services during the school year;

- Period of time and process for the review of the IEP;
- Evidence of evaluation or review, which could include revisions made to the plan and the tracking of achievement in relation to goals; and
- Plans for the next transition point in the student's education (including transitions beyond school completion) and linkages to the Graduation Portfolio during Grades 10-12.

PROGRAM ADAPTIONS AND MODIFICATIONS:

It is important to understand the difference between adaptation and modification to a student's program.

Adapted Program:

When a student's program is adapted, their progress is still measured against Provincial Learning Outcomes for their grade. Adaptations do not change the learning outcomes; they are the changes in the delivery of the instruction and in the output requirements to enable the student to demonstrate their learning more effectively.

Modified Program:

Modifications are when the Provincial Learning Outcomes are replaced by objectives that are unique to the student and based on their needs. As a result, measuring a student's progress cannot use the same criteria as other students in their grade. Progress is measured on the basis of individualized outcomes in the IEP. Again, these students should be on the caseload of a Special Education teacher.

Common adaptations, as listed by the Ministry of Education, may include:

- different formats for resources to enable students to receive instruction or information, such as Braille or audio books
- different teaching strategies, such as visual cues or breaking tasks into smaller parts; and/or
- different ways of demonstrating learning, such as oral exams or extra time.

COMPENSATION FOR EDUCATION ASSISTANTS ON CONTRACT:

The billing period is from the sixteenth (16) to the fifteenth (15) of each month. Education Assistants must submit online invoices for services rendered by the sixteenth (16) of each month. Invoices are to be submitted within FileMaker under the Invoice Tab. A login and instructional video on how to perform these tasks will be emailed to the school provided email address for all contracted EAs.

Pay is deposited into the bank account provided by the Education Assistant on a monthly basis on the last business day of the month.

Important Notes Regarding Payroll Invoicing:

- Invoiced hours will be confirmed monthly via email by parents/guardians for services rendered.
- Do not invoice hours that are outside of your allocated budget - HCOS is under no obligation to pay for hours outside of the designated budget.
- Cancelled sessions without 24 hours' notice by the parent are considered billable hours. Education Assistants who bill for cancelled sessions must make an effort to use this time to complete any outstanding administrative tasks such as student reporting, checking school email, contacting the SE teacher, or lesson planning/preparation.
- In the event of inclement weather where school is cancelled in the local school division, HCOS will deem it unsafe for an EA to drive to a student's home and the scheduled session can be cancelled and hours invoiced.
- If a session is cancelled in advance of 24 hours, the session can be rescheduled at a mutually agreeable time and invoiced at that time.
- It is the responsibility of the Education Assistant to give 24 hours' notice for any sessions they must cancel with a student (outside of sudden illness or other unforeseen circumstances).
- Contracted services will not go beyond June 15th.
- HCOS does not provide services during summer months.

PROFESSIONAL DEVELOPMENT:

We encourage Education Assistants to attend professional development courses as it relates to the needs of their student(s). Upon approval, HCOS will cover up to \$150.00/school year (Sept-June) for professional development registration fees. Travel, accommodations, food expenses, etc. cannot be covered by HCOS as reimbursement for these expenses violates the Canada Revenue Agency rules around independent contractors. If the workshop exceeds \$150.00, once approval is granted, the EA is required to pay for the course fee and submit a reimbursement form. Please request the reimbursement form from the EA Administrator.

COMPENSATION FOR MANDATORY TRAINING:

All Education Assistants will meet online or in person with the Special Education administrative team at the beginning of each school year – as stipulated in the EA contract. The session will cover topics such as contract issues, IEPs, and school policies. There will be opportunity to ask questions and meet the team. This meeting is paid time and will be invoiced accordingly.

TRANSPORTING A STUDENT:

An EA may be asked, but is not obligated to transport a student to activities, etc. If the EA agrees to do this, the EA must ensure that their vehicle is insured for **business use**. As an independent contractor, this expense is the responsibility of the EA. As part of the contract submission, HCOS requests a copy of: valid driver's license, driver's abstract and vehicle insurance with a minimum of 2 million liability. This must be on file with Kelowna Center Christian Society. To obtain a driver's abstract visit the following link <https://onlinebusiness.icbc.com/cliol/> or call 1-800-663-3051 in BC, Canada and the U.S. or 604-661-2800 in the Lower Mainland.

Additional information can be found on the ICBC website: <http://www.icbc.com/driver-licensing/getting-licensed/Pages/Your-driving-record.aspx>

ENTRY FEES:

HCOS cannot reimbursement Education Assistant's on contract for incidentals. Field trip costs for the student and EA, supplies and any other incidentals must be approved for purchased via the student's Special Education budget.

TERMINATION OF CONTRACT:

The Education Assistant Administrator or Education Assistant Human Resources Manager (EA Administration) will collaborate with the teacher, the parent(s) or the guardian(s) and the Education Assistant to determine whether there are grounds to terminate the contract. The termination of an EA contract may only be carried out by EA Administration.

An Education Assistant's contract may be terminated for the following reasons:

- Breach of contract - A breach of contract may exist because one party failed to meet his/her obligations (i.e.: chronic lateness, repetitive cancelling of sessions without good cause, and failure to complete reporting).
- Student's funding is no longer available
- Student moves out of the area
- EA/student incompatibility

EA RESIGNATION:

Two weeks written notice is requested when an EA is resigning /her position with an HCOS student. Please email resignation letters to Luana Brooks at luana.brooks@onlineschool.ca. Upon receipt and approval of hours invoiced in FileMaker, HCOS will pay the Education Assistant for any outstanding services performed.

TRAVEL:

A HCOS does not reimburse for travel. As an independent contractor, kilometers for travel may be claimed as a business expense on an EA's income tax.

REPORTING INCIDENTS – ACCIDENTS & BEHAVIOUR:

Any incident/accident that requires written documentation must be completed and signed by the Education Assistant and the parent within 24 hours. The report must then be sent to the SE teacher who will then forward the completed document to the Education Assistant Administrator. The report will be uploaded to the student's Alfresco file and filed in the Education Assistant's HR record.

The incident forms are available for EAs on the HCOS website at:

<https://onlineschool.ca/ea/>

HARRASSMENT:

HCOS encourages harmonious working relationships between the parent, EA, student, teacher and other professionals. HCOS does not tolerate or condone harassment or bullying of our Education Assistants. Education Assistants are required to report any incidents of harassment/bullying to the Special Education Teacher.

WORKING WITH A STUDENT IN ISOLATION:

To ensure the protection and safety of students and Education Assistants within Heritage Christian Online School (HCOS), students are **prohibited from being in the Education Assistant's home**. When working with a student in the student's home, an adult over the age of 18 must be present (parent or guardian preferred) and lessons cannot be conducted in a closed room. The door to the room must be left open or there must be a window in the room. At no point is the Education Assistant to be alone with a student unless they are in a vehicle en route to community programming.

SEXUAL AND PHYSICAL ABUSE POLICY:

Every teacher or service provider with HCOS has the duty to report abuse or suspected abuse. Anyone who has reason to believe that a child has been or is likely to be abused or neglected has a legal duty under the Child, Family and Community Service Act to report the matter.

For more detail on the policy please visit: <https://onlineschool.ca/ea/> . You will find the Sexual and Physical Abuse policy under Policies and Procedures.

LITIGATION POLICY:

HCOS will maintain a position of neutrality when working with families/students going through custodial or personally related litigation (ie: injury, social services etc.). Only if subpoenaed should HCOS employees/contractors participate in any litigation proceedings. In the event a subpoena is served, HCOS administration must be notified as soon as possible. For more information please visit:

https://onlineschool.ca/fileadmin/Onlineschool.ca/user_upload/downloads/policies/HCOS_Litigation_Policy.pdf

WORK SAFE BC:

Education Assistants who are solely on contract with HCOS do not have to obtain their own personal coverage through Work Safe BC. Education Assistants, who contract their services out or employ workers, **are required to obtain their own personal coverage.** Information on registration and obtaining coverage is available upon request. For more information, please contact Work Safe BC directly by visiting their website at:

www.worksafebc.com

TAX INFORMATION:

Education Assistants are considered “self-employed” and are a **contractor** of the school. The school **does not** retain any of your income for taxes, EI, or benefits. Please consult an accountant or contact Revenue Canada. As all Education Assistants are self-employed, it is necessary to complete the T2125 form. Further information regarding tax information and your deductions can be found in the T4002 guide or by visiting the following website:

<http://www.cra-arc.gc.ca/E/pub/tg/t4002/README.html?=#slnk>

SPECIAL EDUCATION TEAM CONTACT DETAILS:

The Special Education (SE) Teacher is your **primary and first** contact on all matters directly related to an EA's student's program.

Our website <https://onlineschool.ca/ea/> is the place to find information related to Special Education including: invoice link, email login, professional development, behaviour incident and medication forms, abuse and litigation policy.

All office related queries can be directed to either:

Lorinda Bedard – EA Administrator at lbedard@onlineschool.ca

Luana Brooks – EA HR Manager at luana.brooks@onlineschool.ca

APPENDIX I – GLOSSARY OF TERMS:

Glossary of Terms:

IEP (Individual Education Plan) – This is the plan that sets the specific individual program for each student. Each year this is to be completed by the Special Education teacher in consultation with the family, professionals and Education Assistants.

LS Teacher – Learning Services Consultant who guides and consults with teachers and parents to set forward a program for students with learning disabilities, that are not specifically funded by the ministry.

PLO – The Ministry of Education sets the education standards for students in grades K to 12 through the provincial curriculum. These standards are called Prescribed Learning Outcomes (PLOs). PLOs outline the expectations for what students should know and be able to do at each grade and within each subject area.

EA – Education Assistant provides service for a student directly under contract with HCOS. Providing direct service to the student as set out by the IEP and the Special Education teacher.

SE Teacher – Special Education teacher who is working for HCOS to supervise and monitor the program of Special Education students.