

ADMINISTRATIVE PROCEDURE NO. 427

The Role of the Division Cognitive Lead Teacher

Preamble: The following roles and responsibilities were developed in conjunction with other school divisions who employ cognitive lead teachers and various mental health needs as identified by our schools. The main role of the Division Cognitive Lead Teacher will be to assist schools in working directly with complex students.

Guiding Statement: In order for the Model for Student Support (MS2) team to work effectively, it must communicate in a highly effective manner. For this reason, any and all communication must be delivered and received as a team. If an emergency arises, all members of the team will be notified and a coordinated effort will be organized. The ebb and flow of open and honest communication will be the cornerstone of the team.

Commencing September 2020, the following roles and responsibilities will be what RDCRS requires from the Division Cognitive Lead Teacher position:

1. The position will be full-time and based on the ATA Local 80 Collective Agreement with RDCRS.
2. The position will include:
 - a. Deliverables that will be required to be completed on a regular/daily basis. These deliverables will be set and evaluated by the Division Principal of Inclusive Learning.
 - i. The deliverables and their evaluation will be part of the position evaluation process.
 - ii. It will be recommended that the Division Principal and Division Cognitive Lead Teacher meet twice a year (December and June) for feedback on deliverables.
 - b. The start of each day will begin at Montfort Centre or a location as agreed upon by the Division Principal and Division Cognitive Lead Teacher if out-of-town travel is required for that day. Requests of this nature will be made ahead of time by the Division Cognitive Lead Teacher to the Division Principal of Inclusive Learning.
3. The Division Cognitive Lead Teacher will be supervised directly by the Division Principal of Inclusion.
4. The Division Cognitive Lead Teacher will work in close coordination and cooperation with all members of the Model for Student Support (MS2)
5. The Division Cognitive Lead Teacher will be working directly with students and families within the school division. This may include some or all of the following:
 - i. Working in classrooms with teachers and observing students who are experiencing issues
 - ii. Conferring with teachers and school administration in regard to student needs

- iii. Attending case-conferences
 - iv. One-on-one sessions with students and/or families.
- 6. In the 5 rural communities (Blackfalds, Olds, Sylvan Lake, Innisfail and Rocky Mountain House) of RDCRS, the Division Cognitive Lead Teacher will establish connections with community services in an effort to coordinate regional support.
 - a. This will include regular (bi-monthly) meetings with the management of service providers in these communities to access resources and to assist families in these communities.
- 7. The Division Cognitive Lead Teacher will assist with the grant writing process for the school division.
- 8. The Division Cognitive Lead Teacher will assist in the delivery of professional development in the following areas, but not limited to:
 - a. Handle with Care, SIVA, CSTAG and VTRA
- 9. Other duties as assigned by the Superintendent or designate.