

People in Your Child's School

School-Based Teaching Staff:

In addition to your child's classroom teachers, there are specially trained teachers who offer support to children. These may include:

1. English as a Second Language (ESL/ELL) and/or English Language Centre (ELC) Teachers

- These teachers are trained to work with students who do not have English as their first language.
 - In most schools, these teachers have classes of students who are all developing listening, speaking, reading, and writing skills in English.
- #### 2. Skills Development Centre (SDC) Teachers
- These teachers are trained to offer support for all students who are experiencing difficulties.
 - They work with learners who need additional support to strengthen academic skills.
 - They may also work with ESL/ELL learners to support ongoing language development.

Non-Teaching School-Based Support Staff:

These are specially trained staff who offer special support to students.

1. Special Education Assistants (SEAs)

- SEAs are trained to work with students who need specialized attention and support.
- They work directly with teachers to support students.
- They frequently work with students who have more serious problems.

2. Youth and Family Workers (YFWs)

- YFWs are trained to support the social and emotional needs of students.
- They usually work with students and families outside the classroom.
- They help students and families directly, as well as make connections with the school, school community, and outside agencies.



"Who are the People in Your Child's School?" Secondary

This brochure is one in a series sponsored by the VSB SWIS program and produced collectively by a group of ESL/ELL teachers and the VSB MCLW team.



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Who are the People in Your Child's School? What are Their Responsibilities?



Secondary

People in Your Child's School



Classroom teachers work with many other people at your child's school. They are there to ensure that your child and all the children in the school develop their skills to the best of their ability in a safe and welcoming environment.

The people who support your child at school will vary.

Administration:

School principals and/or vice principals are the administrators of the school. They may be called Administrative Officers or A.O.s.

Their responsibilities include:

- the health and safety of each student;
- ensuring that the guidelines of the British Columbia School Act* are followed;
- the operation of the school and the setting of procedures;
- working with staff to implement school plans; and
- meeting with parents to ensure parent involvement in school decisions.

Administrative Assistants:

Secretaries or Administrative Assistants work with Administrators.

Their responsibilities include:

- managing the paper work;
- helping administrators to ensure the smooth operation of the school, including budgets;
- handling phone calls and mail;
- calling parents if their child is ill or needs to be picked up;
- dealing with emergency first aid situations when they arise.

* See brochure entitled **British Columbia School Act**.

Counselors:

Counselors are teachers who have additional university training that allows them to work as counselors. In larger secondary schools there may be several counselors.

Their responsibilities include:

- assisting students with their social, emotional, and academic development;
- offering information about problem solving and decision making;
- providing information on vocational, career, and educational planning;
- assisting students in the selection of academic programs that reflect students' interests and abilities;
- meeting with individual students throughout the year to encourage them to work towards their personal potential;
- assisting in the identification of students with special learning difficulties;
- meeting with senior students to discuss educational progress, career interests and post-secondary plans; and
- ensuring that students have the academic credits to graduate and/or meet university requirements.

Career Information Assistants:

These positions are found in some secondary schools.

Their responsibilities include:

- being a key resource for career and educational training;
- providing information to students about different occupations and post secondary institutions;
- assisting students who are writing resumés and/or preparing for job interviews; and
- providing information to students about volunteer and employment opportunities.

Librarians:

Librarians are teachers who have additional university training to operate a library.

Their responsibilities include:

- supporting students who come to the library to work on classroom assignments;
- teaching or co-teaching curriculum units with classroom teachers;
- assisting students who are looking for recreational and academic reading materials; and
- maintaining and adding to the library's collection of materials.