

People in Your Child's School

2. Learning Assistance Centre (LAC) or Resource Teachers (RT)

- These are teachers trained to offer support to all students who are experiencing difficulties learning.
- They may also work with Special Needs learners who have unique learning needs and for whom a special learning program is required.
- Some may 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?" *Elementary*

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?



Elementary

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;
- handling phone calls and mail;
- calling parents if their child is ill or needs to be picked up; and
- dealing with emergency first aid situations when they arise.

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

Librarian:

Schools have a librarian who is also a teacher. However, not every school will have a librarian who is assigned to the library full time. Because of this, the library may be closed during parts of the school day or week.

Some 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.

School-Based Teaching Staff:

In addition to your child's classroom teacher, there are specially trained teachers who offer support to children.

1. English as a Second Language (ESL/ELL) or Resource Teachers (RT)

- These teachers are trained to work with students who do not have English as their first language.
- They provide support to ESL/ELL learners either in the classroom or in small groups.