

**Education Continuity Plan
FUNCTIONAL GROUP PLAN
Covid-19 Pandemic Response**

Functional Area	Task Focus	March 30 - April 9	April 20 & On
Administrator	Administrative	<ul style="list-style-type: none"> • Noon Hour Supervision/Extra Curricular forms (513-10 and 513-11), due to payroll, by April 30, 2020 • Facilitate staff meeting on March 30 • Support Tech. Services with respect to needs of staff and students • Review data from teacher - family conversations to determine educational involvement of each student • Coordinate with caretakers any need for safe entry and exit into buildings • Regular check ins with PLC groups • Coordinate registrations to determine fall course offerings • Coordinate Kindergarten registrations • Follow the Supplemental Learning Plan and dates outlined in GSSD flow charts 	<ul style="list-style-type: none"> • Refer to Administrators' Year At A Glance
	Professional Development	<ul style="list-style-type: none"> • Complete 4Seasons of Reconciliation 	<ul style="list-style-type: none"> • Leading To Learn
Administrative Assistant	Administrative	<ul style="list-style-type: none"> • Substitute Support timesheets and amended recap/flex-time spreadsheets due on March 31st, 2020. They must be scanned and emailed to raquel.spilchuk@gssd.ca • Regular duties from home • Student Registration information • Updating of contact information as sent in by admin of teachers for students. 	<ul style="list-style-type: none"> • Regular duties from home • Updating of contact information as sent in by admin of teachers for students • Entering class lists and timetabling for next school year • Cum folder updating • Finalize student placements and advancement for next year • Finalize/follow-up POs and budget reimbursements

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		<ul style="list-style-type: none"> Support Maplewood Report Card entry 	<ul style="list-style-type: none"> Banking Other Suggestions: <ul style="list-style-type: none"> Update school website Possible supplemental Atrieve training Possibly Conduct Driver's Ed registration for next year to be online - will need to discuss with instructors.
	Professional Development	<ul style="list-style-type: none"> Professional Development including: <ul style="list-style-type: none"> 4Seasons of Reconciliation Atrieve Absence Management and Authorizations Atrieve Schedule Entry Office 365 Training 	<ul style="list-style-type: none"> PD opportunities continue Possible MySchoolSask training in the future
Teacher	Administrative	<ul style="list-style-type: none"> Follow the Supplemental Learning Plan and dates outlined in GSSD flow charts PAA PLCs Band PLCs Phys Ed PLCs Develop a bank of suitable activities to support Phys. Ed. Phys Ed - Support development of GSSD Wellness Initiative 	<ul style="list-style-type: none"> Band Teacher PLCs (future dates to be determined) Unpack PAA Curriculum Develop UBD Plans, Rubrics and standardization of documentation Work with Curriculum Coordinator to support Phys. Ed. Teachers with UbD planning, rubrics and document standardization
	Professional Development	<ul style="list-style-type: none"> March 31-April 2 – participate in a transition to online PD session 	<ul style="list-style-type: none"> Complete 4Seasons of Reconciliation R360 New Courses as assigned by school administration Food Safety PD for PAA Teachers WHMIS training for PAA & Science teachers, if required
Student Support Teacher	Administrative	<ul style="list-style-type: none"> Survey EAs to determine who may or may not have tech available Determine how to get tech to EAs (librarian sign out Chromebook or custodian place Chromebook at front entry, designate time for EA to pick it up and EA emails librarian with the barcode info.) 	<ul style="list-style-type: none"> Weekly connections with EAs SST PLC by grade grouping and cluster Prioritize and implement student interventions IIP meetings Transition meetings Training in programs

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		<ul style="list-style-type: none"> • Team Communication Planning • Zoom with SSCs to review roll out for EAs • Administrative duties in clevr and program plans <ul style="list-style-type: none"> ○ Connect with high intensive support families 	<ul style="list-style-type: none"> • Refinement of RtI process and template
	Professional Development	<ul style="list-style-type: none"> ○ Complete 4Seasons of Reconciliation 	<ul style="list-style-type: none"> • Online PD as determined by GSSD PSPs & Coaches
Educational Assistant	Administrative	<ul style="list-style-type: none"> • Touch base with classroom teachers regarding designated student they are working with 	<ul style="list-style-type: none"> • SSTs and EAs work on supports for students on IIP • Direct intervention support with students • Participate in IIP and transition meeting • Mentor/tutor vulnerable students • Other duties as assigned
	Professional Development	<ul style="list-style-type: none"> • EAs will sign up for modules learning in PD place possibly: <ul style="list-style-type: none"> ○ Professional reading as assigned by the SST or SSC ○ EAs watch R360 courses as assigned by the SST or SSC ○ On-line learning as assigned by the SST or SSC ○ 4Seasons of Reconciliation ○ Respect in School course • EAs who have not completed TEAM Orientation will work on this document 	<ul style="list-style-type: none"> • PD provided by PSPs: <ul style="list-style-type: none"> ○ Expanding Expressions Toolkit Workshop ○ Don't Pick Up the Rope ○ Positive Behaviour Supports ○ Executive Functioning • Professional Reading as assigned by the SST or SSC • If EA hasn't met certification requirements, consider completing an on-line course
Library Technician	Administrative	<ul style="list-style-type: none"> • Continuation of end of March tasks • Additional tasks such as inventory can be added if library techs return to the building • Catalogue resources that are found for staff for future use 	<ul style="list-style-type: none"> • Complete book and library material order for 2019-20 • Catalogue any materials you took home with you on March 13 • Additional duties as assigned by the Curriculum Coordinator
	Professional Development	<ul style="list-style-type: none"> • Complete 4Seasons of Reconciliation 	<ul style="list-style-type: none"> • PD Opportunities: <ul style="list-style-type: none"> ○ Destiny Library Manager features such as Destiny Discover, Collections

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			<ul style="list-style-type: none"> ○ Online resources training for Discovery Streaming, etc. ○ Cataloguing of resources session ○ Additional training for library techs new to the position within the last five years
Aboriginal Community Worker	Administrative	<ul style="list-style-type: none"> ● Connect with: <ul style="list-style-type: none"> ○ Students they primarily deal with regarding Mental Health supports ○ Local reserves to ensure students have supports ○ with families, personal phone calls (best form of communication), texts, check if internet is available to support learning plan. Connect with outside supports as needed. ● Consider personal support videos for students ● Join in on staff meetings. ● Use Zoom, texting and emails to connect with families/students. 	<ul style="list-style-type: none"> ● Personal phone calls to connect with families and check in ● Sharing traditional teachings online with students. ● Starla Bob: Consider video development of First Nation language lessons and mindfulness
	Professional Development	<ul style="list-style-type: none"> ● Complete 4Seasons of Reconciliation 	
Food Services & Nutrition Worker	Administrative		<ul style="list-style-type: none"> ● Prepare menus for the fall ● Budget for 2020-2021 ● Prepare food Hampers with food that is perishable (if allowed back in the building) ● Cleaning and disinfecting of the food services areas (if allowed back in the building)
	Professional Development	<ul style="list-style-type: none"> ● Complete 4Seasons of Reconciliation 	<ul style="list-style-type: none"> ● Food Safety Handling ● Online WHMIS training