

Administrative Procedures 414
Access to Division Level Support



External References:

Adopted: June 28, 2011
Amended: July 24, 2014
Internal References:

Background

The Division recognizes that additional supports may be required at the school level and encourages employees and administration to request access to support as needed.

Procedures

1. Student Support Services
 - 1.1 Teachers discuss needs for assistance from Students Support Services personnel, with the Principal.
 - 1.2 Requests for the assistance of Student Support Services personnel are completed in consultation with the Principal.
 - 1.3 When requests require specific referral forms, completion of these forms is the responsibility of the Principal in consultation with the Student Support Teacher (for example requests to the Speech and Language Pathologists or the Occupational Therapist).
2. Curriculum
 - 2.1 Requests for the assistance of Learning Coaches and the Curriculum Consultant are made directly to these individuals by the teacher.
3. Technology
 - 3.1 Teachers report technology issues by sending emails with the identified issue to helpdesk@sunwestsd.ca.
 - 3.2 Requests to replace existing computer equipment should be sent to the IT Manager through an email to the Help Desk.
 - 3.3 Requests for equipment for distance education needs can also be sent to the IT Manager through an email to the Help Desk.
 - 3.4 Requests for new computer equipment, including mobile devices and other classroom equipment, should be sent as a request to the TEL Committee for consideration. These requests, including the rationale for the request should be sent via an email to tel@sunwestsd.ca.
4. Facilities
 - 4.1 Principals and/or caretakers report building issues and make facilities requests through the AMERESCO AssetPlanner website.
5. Transportation
 - 5.1 Principals report transportation issues or requests to the Transportation Supervisor.

6. Business

6.1 Employees may access assistance through direct contact with the Superintendent of Business, Business Supervisor, Accounting or Administrative staff.

7. Human Resources

7.1 Employees may access assistance through direct contact with the Human Resources Supervisor, Human Resources Officer, Employee Benefits Officer and Payroll Officers.

8. Communications

8.1 Employees may access assistance through direct contact with the Communications Officer.