

## 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.

1. The position will be full-time and based on the ATA Local 80 Collective Agreement with RDCRS.
2. The start of each day will begin at Montfort Centre or a location as indicated on their Google calendar. The Division Cognitive Lead Teacher will keep their Google calendar updated with all scheduled school visits and share it with the Associate Superintendent of Inclusive Learning.
3. The Division Cognitive Lead Teacher will be supervised directly by the Associate Superintendent of Inclusive Learning. The Associate Superintendent of Inclusive Learning and the Division Cognitive Lead Teacher will meet for an annual review.
4. The Division Cognitive Lead Teacher will work in close coordination and cooperation with all members of the Model for Student Support (MS2). This will include attendance at a weekly case conference to discuss student concerns.
5. The Division Cognitive Lead Teacher will be working directly with Inclusion Lead Teachers (ILT), students and families within the school division. This will include some or all of the following:
  - i. Regular communication with ILT's including school visits, bi-weekly information through a group email and leading collaborative meetings with all ILT's.
  - ii. Working in classrooms with teachers and observing students who are experiencing issues. 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 as needed.
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 to school staff (e.g., administrators, teachers, educational assistants, counsellors) as requested.
9. Other duties as assigned by the Superintendent or designate.

June 2020  
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