

Title	SPECIAL EDUCATION TEACHER STAFFING ALLOCATIONS	Independent Procedure No.	9025
Department	LEARNING SUPPORT SERVICES		
Resource(s)		Effective Date	2001 April 2

1.0 Overview

In accordance with the Ministry of Education funding regulations and through the budget process Executive Council establishes the total number of special education teachers available for distribution to each panel of elementary and secondary schools. All Learning Support Teachers, teachers of congregated special education classrooms, itinerant special education teachers and teachers responsible for coordinating and delivering special education programs are allocated from the total number of special education teachers available to each panel. The Annual Special Education Plan outlines the number and range of special education programs and placements throughout the District that must be staffed.

2.0 Procedure for Distributing Special Education Teachers

- 2.1 A reserve of special education teachers is determined for distribution in September.
- 2.2 The total number of teachers and the preparation time required to support all system special education programs and placements available to exceptional students throughout the District are allocated by Learning Support Services from the total number of special education teachers assigned to each panel.
- 2.3 The remaining special education teachers are distributed proportionately by Learning Support Services to each of the Superintendent of Student Achievement areas based upon the total full time equivalent enrolment of students or need within each area.
- 2.4 The total number of teachers and the required preparation time required to support special education programs and placements unique to a Superintendent area are allocated from the special education teachers allocated to that Superintendency by Learning Support Services in consultation with the Superintendent of Student Achievement.
- 2.5 The initial L.S.T. allocation to schools within each superintendency is proposed by Learning Support Services using the proportion of the schools FTE students with respect to the FTE students of the superintendent area as a whole.
- 2.6 Learning Support Services staff and the Superintendent of Student Achievement review the initial L.S.T. allocations to each school within the context of each area. Using factors that are unique to the specific school, level of needs, and staffing considerations, adjustments are made to the initial Learning Support Teacher allocations.
- 2.7 Operations Council reviews the recommended Learning Support Teacher allocations, makes final adjustments and confirms final allocations to each school.
- 2.8 During the final two weeks of September the hold back is distributed by Learning Support Services based on changed needs for additional special class programs and/or specialist teachers for the deaf or blind. If there are no system special education program staffing needs, the hold back is allocated to specific schools.

Administered By: **ASSOCIATE DIRECTOR, LEARNING SUPPORT SERVICES**

Date of Last Amendment