Northeastern Catholic District School Board

REQUEST FOR A TRANSITIONAL SUPPORT WORKER

Administrative Procedure Number: APE005-2

POLICY STATEMENT

The Northeastern Catholic District School Board is committed to the belief that every student can learn and develop their full potential as children of God. The NCDSB believes that it is the shared responsibility of home, community, and school partners to design and implement an instructional program appropriate to meet the needs of each student. All students should feel safe at school and deserve a positive school climate founded on the principles of equity, inclusivity, and acceptance. At times, children with special needs may need additional support to make a smooth transition to school.

REFERENCES

Education Act
Special Education Programs and Services – Reg. 298, 30, 306, 2
NCDSB Policy
E-5 Special Education

DEFINITIONS

Transitional Support Worker
An employee who is hired for up to six weeks to support a student's transition to school or to a new program.

PROCEDURES

1.0 GENERAL PROVISIONS

1.1 The School Principal will discuss the student's needs with the Superintendent of Education responsible for Special Education in order to assess the need to secure a transitional support worker.

1.2 Once permission has been granted to secure a transitional support worker, the School Principal will complete the *Request for a Transitional Support Worker* form and submit to the Office of the Superintendents.

1.3 The completed form will be reviewed by the Superintendent of Education responsible for Special Education and returned to the School Principal with the necessary approvals.

1.4 The Principal will select an employee to serve in the role and will follow the hiring process as outlined by the Office of the Superintendents, including but not limited to,

the completion of the *New Employee Hiring Checklist*. Where the selected worker is already an employee of the board, i.e. casual EA, no hiring process is required.

1.5 The Principal will forward the name of support worker to the Office of the Superintendents. The Education Services Officer will notify Human Resources of the hire and include the transition worker's expected six-week schedule.

1.6 The Superintendent, in collaboration with the Principal, will determine the start and end dates. The dates will be entered on the approved and completed *Request for a Transitional Worker* form. A maximum of six weeks of support will be provided.

1.7 The Education Services Officer will create a calendar event for the Principal and the Superintendent which indicates the start and end dates for the Transitional Support Worker. In addition, a conversation will be scheduled at the end of the 5th week between the Principal and the Superintendent of Education responsible for Special Education to review the student's needs and the success of the transition.

1.8 The Principal shall create a schedule for the Transitional Support Worker adhering to the following protocols:

i) Transitional Support Workers may work up to 6 hours per day for a maximum of 6 weeks.
ii) Transitional Support Workers are to work **only those hours the student is at school**. In the event that the student is on a modified school day, the transitional support worker is to mirror the student's hours at school.
iii) Should a student be on a modified school day, a *Request to Modify a Student's School Day* form must be completed and submitted to the Office of the Superintendents.

1.9 Planning for what support will look like once the Transitional Support Worker is done is vital. It is highly recommended that the employee who is hired as a Transitional Support Worker be used to backfill a permanent employee in the school who will likely be the person to work with that student once the transition period is over. Transitional Support Workers will not be extended beyond 6 weeks.

1.10 The transition worker will submit timesheets to the Principal on a weekly basis upon the completion of each week.

1.11 The school secretary will submit the approved timesheet to the Office of the Superintendents.

2.0 RELATED FORMS AND DOCUMENTS

FORM: Request for a Transitional Support Worker

FORM: Request to Modify a Student's School Day
DOCUMENT: New Employee Hiring Checklist

Chief Executive Officer: *Tricia Stefanic Weltz*
Date: August 2025

383 Birch Street North, Timmins ON P4N 6E8
[T] 705-268-7443 [F] 705-267-3590 [W] www.ncdsb.on.ca