



**ODYSSEY PROGRAM 2017-18
REQUEST FOR FULL-TIME LANGUAGE ASSISTANTS**

GENERAL INFORMATION:

School Division Name: _____

Address: _____

PERSON IN CHARGE OF FINANCE FOR THE ODYSSEY PROGRAM:

Name: _____ Tel: _____

Title: _____ Fax: _____

Address: _____

Email: _____

SCHOOL DIVISION COORDINATOR OF LANGUAGE ASSISTANTS:

Name: _____ Tel: _____

Title: _____ Fax: _____

Address: _____

Email: _____

Total number of full-time language assistants requested: _____

As the liaison between the language assistant and the school division, you must:

- place language assistant in a school or schools after consultation with the Provincial Coordinator;
- assure the proper welcome and orientation of the language assistant to the region and workplace;
- inform the school staff of the role of the language assistant as well as the responsibilities of the teachers that will work with him/her;
- follow up on a regular basis with the language assistant and the school staff throughout the year;
- facilitate compensation, reimbursement, and other administrative matters in regards to the language assistant.

APPROVAL:

Schools seeking the services of full-time language assistants agree to abide by the *Administrative and Financial Guide 2017-18* which can be found on the Odyssey website (www.myodyssey.ca).

It is the responsibility of the school division to advise the Provincial Coordinator at the ministry of any changes after the submission of the application.

Name of the Director of Education: _____

Date: _____ Signature: _____

Email: _____

This application, along with Appendix 1 and 2, must be sent by e-mail, fax, or mail on or before **March 15, 2017** to:

Odyssey Program
Provincial Coordinator
Programs Branch
Ministry of Education

7-2220 College Avenue
Regina, SK S4P 4V9

Phone: 306-787-6048
Fax: 306-787-5059

ODYSSEY PROGRAM 2017-18
APPENDIX 1 – DETAILS OF THE EDUCATIONAL INSTITUTION

NAME OF THE SCHOOL DIVISION: _____

List the schools where the language assistants will be placed, level of education, the number of classes or groups that will be available, the name of the teacher who will be responsible for the language assistant in September, as well as the number of teachers interested in working with a language assistant.

Please note that the ministry does not support the use of language monitors for tutoring, substitute teaching, or supervision in the absence a certified teacher.

Name of each school that would like to participate in the program	Level elementary/secondary	Cooperating teacher responsible to receive the language assistant in September	Number of classes that the language assistant will work in

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APPENDIX 2 – JOB DESCRIPTION OF LANGUAGE ASSISTANT
(to be completed by the cooperating teacher in each school)

NAME OF THE SCHOOL: _____

NAME OF THE COOPERATING TEACHER: _____

The role of the language assistant is to plan, develop and implement learning activities with small groups of students from two to ten in a room reserved for this purpose or in the classroom with the teacher. To achieve this, the language assistant can/may perform the tasks listed below.

1. Check the tasks that will be assigned to the language assistant in the school.

	Co-teach or support certain activities carried out by the teacher in the classroom.
	Participate in extra-curricular language integration projects proposed by the teaching staff.
	Participate in extra-curricular conversation workshops offered to the students.
	Organize and supervise a noon-hour activity (discussions, conversation groups, clubs, sports, crafts, etc.).
	Participate in extra-curricular activities.
	Prepare students to use the language in an authentic context (work, travel, etc.).
	Participate in putting on a show or play in the target language.
	Meet with groups of students for a conversations stemming from proposed scenarios.
	Assist students and teachers on field trips or cultural trips.
	Prepare, plan, and deliver interesting educational activities in order to enhance language learning (discussions, games, pronunciation exercises, review activities, and vocabulary enrichment, etc.) while accounting for the skill level of students.
	Support the teaching of the language and reinforce its use in the classroom.
	Make presentations about the culture and lifestyle of their province or country of origin using examples from popular culture, media (music, literature, movies, etc.), and personal experiences (photos, stories, tourist brochures, reading stories, songs, activities, cultural awareness, etc.).
	Take part in the life of the school and the host community by participating in special activities, extra-curricular, and cultural activities.

2. Specify how the cooperating teacher plans to use the services of the language assistant.

Each task should specify the function and specific need of the school including such items as:

- the type of teaching
- the target audience
- the number of students
- the frequency of activities
- the nature and type of activities
- activity ideas

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