

About the Program

The **Teaching Assistant Certificate Program (TACP)** prepares students for a variety of para-professional duties in schools. Educational Assistants (EAs) work with pupils from K to grade 12 providing support with physical, learning, behavioural or emotional needs, including grade level academics. Under the direction of a teacher, EAs perform diverse duties including coaching in basic subjects, preparing specialized teaching materials, meeting pupils' physical needs, and maintaining progress records. Both theoretical studies and practical applications of the role of the para-professional in the school system are covered. Individuals successfully completing the program will receive a *Teaching Assistant Certificate*.

Classes:

Class size is limited to 30.

September intake: classes are held Tuesday & Thursday evenings and alternate Saturdays. Each course is eight evenings and two Saturdays.

Evening classes are held 6:30 - 9:30pm at S. J. Willis Education Centre, and Sat/Sun classes are held from 9:00am to 3:30pm at the WestShore Centre for Learning and Training, 814 Goldstream Ave.

Program Topics

- School Systems: Issues in Education
- Child Development and Exceptionalities
- Understanding Behaviour Management
- Adapting Curriculum for Inclusive Education
- Teaming for Adaptation: The School Team
- Specializations
- Two Practicum Placements
- POPARD Autism Certificate (includes exam)

Dates for POPARD depend on availability.

Program cost: \$3180 plus books (about \$60)

Individual courses: \$400

POPARD Autism course: \$380 (\$40 for text)

Registration for individual courses may be accepted, space permitting.

WestShore Centre: www.westshorecentre.com
SD61 Continuing Education: www.cevictoria.com
Check the websites for deadline dates, specific information and applications. Application forms may be picked up at S.J. Willis Continuing Education office, second floor, or at the WestShore Centre office.

How to Apply

To apply for the Program include:

- Completed application form.
- Proof of academic grade 12 (English 12 and Math 11) or equivalent.*
- Two letters of reference from teachers or school administrators.
- Documented proof of 40 hours of volunteer/paid experience in a school classroom.
- Two-page handwritten letter stating why you are interested in being an education/teaching assistant.

Must be submitted within 3 months of program start

- Criminal record check .
- Certification in Standard First Aid.

**An English or Math assessment may be required if it has been more than five years since these subjects were taken.*

Please do not send payment with application. All applicants will be contacted for a screening interview.

Submit applications by mail or in person to:

TACP, Continuing Education,
S.J. Willis Education Centre,
2nd floor, 923 Topaz Avenue,
Victoria, BC V8T 2M2

The Teaching Assistant Certificate Program (TACP) consists of seven courses and two practicum placements. This is a part-time program.

Educational Assistants work with pupils from K to 12, providing support with physical, learning and emotional needs.

Applicants are encouraged to speak to people currently employed as EA's and to look at the employment information on the site of the school district(s) where you are interested in working.

Program Intakes!

September 2010

Please check the websites for updates.

Pick up the application form at S.J. Willis Education Centre, Continuing Education or from the WestShore Centre for Learning & Training offices.

Application forms may be found at
www.westshorecentre.com
www.cevictoria.com

TACP is recognized by Vancouver Island school districts and most districts on the mainland. Lower Vancouver Island school districts accept this Program for employment as an educational assistant.



360-4332

Fax: 360-4370

Contact: tacp@sd61.bc.ca

www.cevictoria.com



391-9002

Fax: 391-9007

www.westshorecentre.com



Greater Victoria Continuing Education and WestShore Centre for Learning & Training are registered with PCTIA.

Teaching Assistant Certificate Program

2010 Program

Information Session

Wed, January 20, 2010

@ 7 pm

at S.J. Willis

A program offered cooperatively by Greater Victoria Continuing Education, WestShore Centre for Learning & Training in Sooke School District, and Saanich School District