

Odyssey Program 2022-23

Request for Language Assistants



ODYSSEY | ODYSÉE

Please send this application by email, fax, or mail, before **March 31, 2022** to:

<p>Odyssey Program Provincial Coordinator, Programs Branch Ministry of Education 409A Park Street Regina SK S4N 5B2</p> <p>Phone: 306-787-6048 Fax: 306-787-2029 prog.fedprov@gov.sk.ca</p>
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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 language assistants requested: _____

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

- place the 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 regarding the language assistant.

PRIORITIES FOR PLACEMENT OF LANGUAGE ASSISTANTS

Name of each school that would like to participate in the program	Work level elementary/secondary	Number of classrooms in which the language assistant will work	Priority of schools to receive language assistant



Notes:

Should the last column not be completed, the placement will occur based on a rotational basis within a school division to ensure equal access to a language assistant.

LANGUAGE ASSISTANT JOB DESCRIPTION

1. Check the tasks that will potentially 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 conversation workshops offered to the students.
	Organize and supervise a noon-hour activity (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 conversation stemming from proposed scenarios.
	Assist students and teachers on field trips or cultural trips.
	Prepare, plan, and deliver interesting educational activities 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.

