Inclusive Education

Inclusive Education (IE) Program

Our IE Program works with students who receive a designation and/or additional funding to help build individualized programs that scaffold their success as learners. Our diverse and robust program is made up of certified teachers, an IE Coordinator, an IE Manager, Education Assistants (EAs), Learning Coaches (LCs), an experienced office support team, and a wide variety of community-based support services and professional service providers. If you would like more information on our IE Program, please visit the IE Program page.

Individual Education Plan (IEP)

Students in our IE Division, as well as some Learning Support (LS) students, have an Individual Education Plan (IEP) that outlines how their educational program will be adapted to support their success. Teachers and the IE team collaborate closely with parents and other members of the support team to develop each IEP.

At Flex Academy, IEPs are considered living documents, meaning they can be adjusted throughout the school year to reflect a student's evolving needs. These plans set the tone for each student's individualized program, guiding instructional decisions and targeted interventions.

IE Office Team

The IE Office Team provides the following services:

- Offer clinical and psychoeducational consultation to support parents and teachers.
- Provide learning strategy coaching and mentorship
- Coordinate appointment booking and scheduling for students accessing professional services.
- Creates modified curriculum for students who require unique programs
- Provide case management support for students and families to help coordinate services and ensure continuity of care.
- Organize and facilitate IEP meetings, as well as ongoing collaboration meetings to support effective communication among all partners and stakeholders in student learning and well-being.
- Meet with teachers and classroom teams to help ensure students have equitable access to education and appropriate support.
- Provide and/or coordinate staff-wide training and professional development related to inclusive education and student support.
- Support the preparation and submission of funding applications and allocation school resources to meet student needs.

- Ensure accurate documentation and Ministry-compliant reporting practices.
- Liaise with external professionals and community service providers to support coordinated care.
- Contribute to the ongoing development, evaluation, and improvement of IE programming.
- Support student transition planning to promote continuity of learning and well-being.

Education Assistants

The Education Assistant provides the following services;

- Participate in the development of the Individual Education Plan (IEP) and, when necessary, collaborate with the IE Teacher during term reviews.
- Fulfill the duties outlined in the IEP, as well as other reasonable responsibilities aligned with the collaborative relationship between the IE program, teacher, EA, student(s), and parents/guardians.
- Support students' academic, behavioural, social-emotional, and physical needs in alignment with their IEP.
- Work collaboratively with the teacher and IE team to acquire, organize, and adapt instructional materials.
- Maintain ongoing communication with Flex Academy administration regarding student progress.
- Advocate for evolving student needs and help identify and reduce barriers to learning in order to promote equitable access to education.
- Encourage the development of student independence, self-advocacy, and confidence.
- Contribute to a safe, respectful, and inclusive learning environment for all students.
- Follow all time-sensitive behaviour and incident reporting protocols.
- Maintain confidentiality and professionalism in all aspects of the role.
- Attend EA meetings as required.
- Collaborate respectfully as an active and positive member of the educational team.
- Prioritize the needs and well-being of the student.
- Model Christian values and faith in daily interactions with students and the school community

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