



## **DELTA TEACHING ASSISTANT CERTIFICATE (DTAC) PROGRAM *Fall 2024***

### ***Information/ Application Package***

#### ***Train to be an Education Assistant!***

Delta Teaching Assistant Certificate Program participants develop knowledge and skills necessary to work as an Education Assistant (EA) with K-12 students with special physical, behavioural, or learning needs in a variety of settings. The DTAC program prepares its graduates to participate as a valuable member of a team in the ongoing implementation of inclusive learning opportunities and to play a key role with the classroom teacher in maintaining a culture of equity and success for all students. The part-time program is offered over 10 months, through evening and Saturday classes and 6 weeks of full-time practicum experience.

Since DTAC's inception in 2000, the program has regularly responded to feedback from employers, teachers, and graduates by incorporating practical, sought-after skills and up-to-date information into the curriculum. DTAC coordinators and instructors are experienced educational professionals or specialists in relevant fields of health care, mental health, and behavioural support. Program content, provincial and local educational priorities, and demand for Education Assistants in Metro Vancouver are reviewed yearly and adjustments are reflected in the curriculum, practicums, and the student selection process.

#### ***Training Institution and Program Philosophy***

Delta School District is a British Columbia school authority and its Continuing Education Branch is certified by Employment and Social Development Canada. Delta School District is an innovative, inclusive community where all learners belong. The program's part-time schedule is paced to ensure mastery of the material and to effectively prepare students for their future careers in dynamic workplace settings. Students can expect quality instruction and practicum placements within a manageable schedule and with affordable tuition rates.

#### ***DTAC Certificate Completion Requirements***

To receive the Delta Teaching Assistant Certificate, a student will have attended the necessary courses and successfully completed assignments in the program, including:

- Evening Core Courses = 162 hours
- Saturday Core Workshops = 114 hours
- First Aid = 8 hours
- Practicums = 180 hours (6 weeks full-time)

Within the program, students also complete these recognized certifications: CPI Nonviolent Crisis Intervention, POPARD Autism Spectrum Disorders, High Five, and emergency first aid.

## **Program Involvement**

Although DTAC is a part-time program, the coursework is quite intensive, so regular attendance and completion of all assignments is mandatory. Commitment to the field of education, professional conduct, ability to commit to the schedule of evening and Saturday classes and 6 weeks of full-time school-day practicums, finances for tuition, and transportation to classes and practicum sites are important considerations in your decision to become involved.

## **Class Locations**

Classes are held at Delta Manor Education Centre, 4750 - 57 Street, in Ladner. Occasional workshops may be presented at alternative, content-appropriate locations within Delta. Practicums are arranged individually at a variety of secondary and elementary schools in Delta.

## **APPLICATION REQUIREMENTS**

**The Deadline for Fall 2024 is Friday, May 31, 2024**

**Priority Deadline: March 15, 2024**

\* Applicants who submit their application by the Priority Deadline will be considered for acceptance first. *All applications are welcome.*

- Completion of “Application For Admission” form (*attached*)
- A **hand-written**, one-page letter/ statement about why you feel you are a good candidate (to include any experience dealing with children, youth, or persons with special needs)
- Two letters of reference, preferably from professionals in education, special needs programs, child care, recreation, or community service.
- Transcript or proof of Grade 12 or equivalent; or transcript of post-secondary program

## **Pre-Requisites**

- High School Graduation, or equivalent, as required by most employers
- Strong written and spoken English, demonstrated by successful completion of English 12 or Communications 12, or a post-secondary English course. Other English proficiency credentials or indicators (IELTS, TOEFL, LPI, etc.) will be considered on an individual basis but an English assessment may be requested prior to admission.
- Familiarity with the roles of Education Assistants in the school system
- Ability to pass a Criminal Records Check for work in the vulnerable sector

## **Assets for Applicants**

- Volunteer or work experience with children or youth in school settings (K to 12)
- Volunteer or work experience with children, youth, or adults with special needs
- Strong numeracy and academic aptitude
- Post-secondary courses in education, psychology, special needs, or health care
- Prior training related to health care, child care, behavioural support, or home support

## **Selection Process**

Class size each year is limited so selection into the program is based on a competitive process. Applicants are evaluated on their initial application package and, for some, through further written and personal interviews, focusing on these criteria:

- completeness of the application, including both references and hand-written letter
- strength of hand-written statement in terms of persuasiveness, clarity, and writing skills
- demonstrated understanding of the role of an education assistant
- demonstrated proficiency with English language, written and spoken
- preparedness for the program's demanding schedule
- relevant work and/or volunteer experience
- related prior education and other applicable academic qualifications

**Strong written and spoken English skills** are required since employers indicate that Education Assistants must communicate successfully with the educational support team and with students who may have communication challenges, and provide curricular support to students, including in the higher grades. As well, DTAC students study in a challenging adult learning environment and are introduced to many theoretical, educational, and physiological concepts, so evaluations within the program rely on written work, oral presentations, and interpersonal communication.

## **Notification and Registration**

Applicants accepted into the program are notified by e-mail. Orientation material, including registration information, is provided to successful applicants at the time of acceptance.

## **Professional and Academic Conduct**

Education Assistants act as role models and provide educational support to students with special learning needs. DTAC students are expected to adhere to important policies regarding attendance, confidentiality, and academic and personal conduct. As well, during class time, students should be prepared to participate actively in discussions, individual and group presentations, written reports, and physical workshops (safe lifting techniques, personal safety, woodworking shop practice, and more). While traditional marking does constitute part of student assessment, students are urged to focus on mastery of skills and knowledge in each course with the ultimate goal that you feel informed, prepared, and confident to support students in their learning environment.

## **Tuition Fees, Income Tax, and Financial Assistance**

This program is not presently eligible for Canada student loans or similar forms of public financial assistance. Tuition fees are generally due at the start of each specific course, with those dates scattered over the length of the program (typically September, January, and April). *Fees are not all due at one time.* Delta School District, Continuing Education Branch is certified by Employment and Social Development Canada so DTAC courses are eligible for Tuition Amount deductions for income tax purposes.

**Tentative Course Schedule, FALL 2024**  
*Course content and scheduling are subject to change.*

<b>Course</b>	<b>Day</b>	<b>Time</b>	<b>Dates (Winter intake)</b>
DTAC 301: Child Development and Children with Exceptionalities	12 Tuesdays	6:30 – 9:30 PM	September 10 – November 26, 2024
DTAC 201: Issues In Education	12 Thursdays	6:30 – 9:30 PM	September 12 – December 5, 2024 <i>(No class on October 31)</i>
DTAC 900: Practicum 1	10 weekdays	School hours	2 weeks, as arranged Fall 2024
DTAC 701: Core Workshop Series	7 Saturdays	9:00 AM– 3:30 PM	September 14 and 21, October 5, 19, and 26, November 16 and 30, 2024
DTAC 600: Autism Spectrum Disorders (POPARD Certification)	5 Saturdays	8:30 AM– 4:00 PM	January 11 to February 8, 2025
DTAC 401: Understanding Behaviour Management	6 Tuesdays	6:30 – 9:30 PM	January 7 – February 11, 2025
DTAC 350: Basic Health Care, including the Safe Lifting Workshop <i>(The first 5 sessions are held on-line via Zoom.)</i>	6 Thursdays	6:30 – 9:30 PM	January 9 – February 13, 2025
DTAC 801: Core Workshop Series	7 Saturdays	9:00 AM– 3:30 PM	February 22, March 1, April 5, April 12, May 3, May 10, and May 31, 2025
DTAC 450: Emerging Topics in Education	6 Tuesdays	6:30 – 9:30 PM	February 18 – April 8, 2025 <i>No classes March 18 and 25</i>
DTAC 501: Support Strategies for Diverse Learners	6 Tuesdays & 6 Thursdays	6:30 – 9:30 PM	April 22 – May 29, 2025
DTAC 895: Emergency First Aid	1 Saturday	9:00 AM – 5:00 PM	As scheduled by the student
DTAC 901: Practicum 2	20 weekdays	School hours	4 weeks, as arranged in Winter/ Spring 2025

## Course Fees, 2024\*

\* **Fees are subject to change** but these are the anticipated fees for Fall 2024. Tuition fees are required on or before the first date of each individual course or practicum assignment. Students are not expected to pay for full program at one time.

· DTAC 201 (36 hours)	\$435.00
· DTAC 301 (36 hours)	\$435.00
· DTAC 350 (18 hours)	\$225.00 + text (\$50)
· DTAC 401 (18 hours)	\$225.00
· DTAC 450 (18 hours)	\$225.00
· DTAC 501 (36 hours)	\$435.00
· DTAC 600 (30 hours)	\$325.00
· DTAC 701 (42 hours)	\$495.00
· DTAC 801 (42 hours)	\$495.00
· DTAC 900: 2-week Full-time Practicum	\$330.00
· DTAC 901: 4-week Full-time Practicum	\$595.00
· Emergency First Aid	\$90.00

**TOTAL CLASSROOM & PRACTICUM HOURS = 464**

**TOTAL TUITION FEES = \$4,310.00**

### ADDITIONAL COSTS:

- Photo ID badge (\$20)
- Criminal Records Check fees (\$28)
- Typical classroom supplies (note paper, memory devices, display material, kit contents, writing implements, etc.)

## Employment Opportunities

The demand for Education Assistants continues to be strong in British Columbia. DTAC has incorporated practical skills, current research, and local priorities into the training; has modified the program regularly to respond to provincial curriculum as well as feedback from local employers and graduates; and has a proven track record of quality with local School Districts.

The Delta Teaching Assistant Certificate Program qualifies graduates to work in K-12 schools in British Columbia but Delta School District cannot guarantee that any student will be hired once they have graduated from this program. The demand for Education Assistants is influenced, either provincially or in each specific School District, by budget priorities, student enrollment, inclusion policies, and other hiring factors. Qualifications and hiring processes for Education Assistants may vary between School Districts.

To learn more about the career and qualifications favoured by individual School Districts, prospective applicants are encouraged to visit the *Make A Future: Careers in BC Education* website at: <http://www.makeafuture.ca>. Search the sections on “Education Assistants” under the “Careers” tab for details on position titles, qualifications, and salary ranges, and the “Metro Vancouver” section in the “Regions & Districts” tab for profiles of local School Districts and the nature of their posted opportunities, etc.



## DELTA TEACHING ASSISTANT CERTIFICATE PROGRAM APPLICATION FOR ADMISSION

Please include with this application, in addition to completing this form:

- \_\_\_ **A HAND-WRITTEN letter/ statement** indicating why you feel you will be a good candidate for this program (approximately one page), to include any experience dealing with children of any age or any individuals with special needs
  
- \_\_\_ **Two (2) letters of reference**, preferably from professionals in education, child care, special needs services, recreational programs, or community agencies
  
- \_\_\_ **Transcripts or proof of completion** of Grade 12 or post-secondary program. Additionally, ***proficiency in English language*** (written and spoken) is required so if completion of English 12, Communications 12, or a post-secondary English course are not evident, please indicate your current level of English and any relevant test scores or credentials. ***Separate assessment of English level may be requested at the discretion of the coordinator.***

Deadline for Fall 2024: Friday, May 31, 2024

*Please print*

Name: \_\_\_\_\_  
*Last name* *First name*

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

e-mail address: \_\_\_\_\_

Phone (preferred contact): \_\_\_\_\_

Phone (secondary cell or work number, if available): \_\_\_\_\_

## Educational/ Work Background

### High School Graduation:

School \_\_\_\_\_ Year: \_\_\_\_\_

List any relevant accredited courses completed or Certificates/ Diplomas/ Degrees earned:

Year	Course/ Award name	School/ Institution
_____	_____	_____
_____	_____	_____
_____	_____	_____

### Current Employment:

\_\_\_\_\_

Work and/or Volunteer Experience related to Special Needs, Health, Social Service, Schools (public, private, elementary, secondary), Community Recreation, etc.

<i>Year(s)</i>	<i>Organization/ Program</i>	<i>Role</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Submit completed application:

- 1. In Person:** at the Continuing Education Office, 4750 – 57<sup>th</sup> Street, Ladner
- 2. By Mail:** Delta Teaching Assistant Certificate Program, Continuing Education, 4750 – 57<sup>th</sup> Street, Delta, B.C. V4K 3C9
- 3. By e-mail** – ContinuingEducation@deltaschools.ca: *PDF or MS Word formats only.*