WORKING DOCUMENT (June 2025)

Roles and Responsibilities
within a Nurturing Support Center (NSC)

This document aims to clarify roles and specific responsibilities related to the implementation of a Nurturing Support Center (NSC) within a school setting.
It is understood that each staff category retains its own responsibilities under its area of expertise and professional framework.

The implementation of an NSC relies on a collective commitment. Consequently, certain responsibilities are shared and must be carried out collaboratively, regardless of professional title or role:

- **Fostering a culture of care: embodying and encouraging trauma-informed, neuro-affirmative, neurodevelopmental attachment-based practices informed by evidence-based research in education and psychosocial intervention.**

- **Collaborating actively: working in synergy with other stakeholders, with mutual respect and recognition of each person's complementary expertise.**

- **Giving priority to coregulation practices: contributing to the ongoing regulation of students, so they are available and engaged in learning.**

- **Drawing on staff expertise: relying on each staff's knowledge, experience and understanding of the student to contribute to the analysis, planning, implementation and ongoing adjustment of:**
  - the Student Preventive Acton Plan and/or Safety Plan,
  - students' individualized education plans (IEP) when they receive NSC support.

Important clarifications

- This list is not exhaustive and will evolve as the NSC is implemented, according to the milieu's needs, collective learnings, and the organization of the existing services in place.

- The school administrator remains responsible for managing the school's human and material resources and plays a central role in coordinating the operation of the NSC.

Role	Job description	Specific responsibilities related to implementing a Nurturing Support Center (NSC)
Classroom Teacher	The main and customary role of this position is to support student learning and contribute to students' overall development and success according to curriculum objectives.	● Ensure universal and targeted measures are implemented to maximize classroom participation (addressing needs for safety and comfort); ● Initiate or contribute to discussions, development, implementation and ongoing review of the student preventive action plan; ● Oversee all aspects of the student's academic progress, in coordination with the immediate support team or the student themselves; ● Provide educational oversight when a student is referred to the NSC. Work in coordination with the NSC teacher(s) assigned and Special Education Technician, where applicable. ● Maintain a connection with students who divide their schooling between the NSC and the classroom: ensure a physical presence—whether at spontaneous or scheduled times within the NSC and show interest in their experiences.
Special Education Technician (school/grade Level)	The main and customary role of this position is to apply specialized education techniques and methods in collaboration with the multidisciplinary team, either as part of a student's individualized educational plan (IEP), or as part of a program for students requiring special support.	● Support the adaptation of students associated with the NSC, both when they are in the classroom and within the school environment more generally. ● Support teachers in implementing universal and targeted measures that maximize students' participation in the classroom (addressing needs for safety and comfort); ● Implement Tier 1 interventions, in addition to the classroom teacher(s); ● In collaboration with the multidisciplinary team, implement Tier 2 and Tier 3 interventions; ● Share observations and insights of students during their time in the classroom to document functioning, progress and challenges; ● Contribute towards developing the NSC student profile; ● Maintain a connection with students who divide their schooling between the NSC and the classroom: ensure a physical presence at appropriate times and show interest in their experiences.

Role	Job description	Specific responsibilities related to implementing a Nurturing Support Center (NSC)
NSC Special Education Technician (full-time in the NSC)	The main and customary role of this position is to apply specialized education techniques and methods in collaboration with the multidisciplinary team, either as part of a student's individualized educational plan (IEP), or as part of a program for students requiring special support.	● Ensure the educational and physical environment of the NSC reflects effective approaches and practices (trauma informed, neuro-affirmative, attachment-based neurodevelopmental approaches) that address the students' profiles, individual differences, and underlying needs; ● Help foster a healthy and safe climate which is conducive to regulation and learning; ● Implement personalized accompaniment for the students while at the NSC; ● Provide explicit NSC procedures (overall adult expectations, purpose of each sections within the NSC, specific student objectives related to their preventive action plan, etc.); ● Establish and maintain clear, regular communication between the classroom, the school technician and the NSC (e.g. regarding effective interventions, relevant information, etc.).
Board Professionals and/or Consultants assigned to NSC (ideally an NSC would have regular support from both a professional and a pedagogical consultant acting as complementary roles)	**Professionals**: Depending on the board and school, may include, but not limited to: Psychoeducator, Psychologist, Guidance Counsellor, Occupational Therapist (upon request), etc. **Consultants**: Depending on the board and school, may include, but not limited to: Behaviour Consultant, Re-adaptation Officer, Counsellor in Re-education, Autism Consultant, Special Education Consultant, Inclusion Consultant, etc. * *Please refer to each post category for more details on the related overall job description.*	● Collaborate with the NSC team regarding the planning, implementation, and evaluation of the NSC; ● Provide support to the classroom and to the NSC staff by exploring and implementing evidence-based approaches and interventions; offer clinical perspective to help analyze, understand, and redirect interventions. Advise and support both on an individual and collective basis to assist with day-to-day operations. ● In collaboration with the school administrator, organize and co-facilitate NSC regulation meetings; ● In collaboration with the special education technician, organize and facilitate intake meetings for students referred to the NSC; ● In collaboration with the school administrator, analyze student referrals to the NSC; attend school-based interdisciplinary meetings as needed, in order to intervene early in situations involving students who might be referred to the NSC. ● Establish and maintain clear, regular communication between school administrator and assigned professionals and/or consultants regarding the implementation of the NSC, educational and instructional experiences within the NSC, etc.; ● Facilitate training and capacity-building activities to address needs related to adaptation, innovation, and pedagogical development in connection with the NSC; ● Maintain a regular on-site presence to provide clinical feedback on interventions and contribute to problem-solving when challenges arise; ● Serve as a key contact for parents and external partners. When needed, help identify an external partner with parents and the student. ● Establish and maintain relationships with external partners; communicate with other relevant stakeholders; refer students or parents to outside resources appropriate to their circumstances and needs.

Role	Job description	Specific responsibilities related to implementing a Nurturing Support Center (NSC)
NSC Special Education Teacher or Resource/Remedial Teacher (part-time support in the NSC)	**Special Education Teacher**: The main role of this position is to support student learning and contribute to students' overall development and success in relation to curriculum objectives. **Resource/Remedial Teacher**: The main role of this position includes screening, assessing and supporting students who exhibit—or are likely to exhibit—learning difficulties; identifying needs and strengths; designing and delivering remedial programs; as well as supporting teachers, other school staff and parents.	*Particularly for students requiring structured or ongoing support from the NSC:* **<u>Planning</u>:** ● Collaborate with fellow teachers to develop and implement strategies and projects aimed at supporting students who are experiencing, or are at risk of experiencing, learning difficulties; ● Develop study programs tailored to the individual needs of students attending the NSC; ● Ensure communication between the NSC and the classroom regarding learning. Work closely with the special education or inclusion consultant; **<u>Direct intervention</u>** (within the NSC): ● Help identify students experiencing difficulties for prevention and intervention; assess learning difficulties by gathering information from relevant staff members and parents, observing the student in various situations, or, when necessary, using appropriate tests; ● Carry out assessments, teaching, remediation, or any other interventions associated with the role. **<u>Indirect intervention</u>** (for example, when no students are present at the NSC): ● Call or follow up with absent students; ● Plan for the NSC or complete tasks associated with the role; ● Coordinate communication and connections between the NSC and the classroom; ● Provide direct classroom support through co-teaching or informal visits.

Role	Job description	Specific responsibilities related to implementing a Nurturing Support Center (NSC)
School Administrator (Principal/Vice-Principal)	The main and customary role of this position is to coordinate school staff activities and any other activities related to pedagogy.	• Provide the organizational leadership needed to establish and operate the NSC effectively; • Promote the NSC throughout the school and highlight its place in the school's continuum of services; • Ensure staff expertise supports an appropriate, effective and safe response to NSC students' needs; • Provide essential conditions for NSC implementation (human, financial and material resources, etc.); • In collaboration with the assigned professional and/or consultant, plan and coordinate training as well as ongoing professional development activities regarding guidelines and evidence-based practices; • Maintain a regular physical presence in the NSC; • Identify organizational challenges promptly and arrange necessary support; • Participate with relevant stakeholders in analyzing NSC student referrals; • Initiate and maintain collaboration and communication with parents; • Oversee student preventive action plan for identified students (ensure its development, evaluation and revision); • Establish and maintain clear, regular communication with all involved stakeholders; • Organize, facilitate and coordinate NSC regulation meetings; • In collaboration with the assigned professional and/or consultant, plan and carry out NSC evaluation; • Promote the NSC and share its progression with other school administrators within the same board.
Parents	Have primary responsibility for their child's well-being and development	• Collaborate with the school team to meet their child's needs; • Participate in intake meeting and other meetings related to the student preventive action plan; • Share relevant information regarding their child's school experience with the NSC team; • When needed, collaborate with relevant external partners to meet needs from a systemic perspective.