



# **NEW Educational Assistant's Handbook**

## **SVSD MISSION**

*"The Swan Valley School Division is committed to the growth and development of the learner within a safe learning environment which strives to be challenging, supportive, tolerant and understanding of the individual needs of each learner".*

## **SVSD VISION**

*Educating and inspiring all learners.*

## **WHAT IS AN EDUCATIONAL ASSISTANT?**

An EA supports the work of professional staff, such as teachers and clinicians. They are valued members of the school community who make a significant contribution to the work of the school and toward the education of all students.

Their roles and responsibilities can vary and are determined by the needs of the school division. The principal, teacher, or other professionals under whose supervision they work, direct their day-to-day activities.

## **ORIENTATION**

New employees require mentoring to be able to function in a new position. The principal or designate shall provide the necessary school information to new employees such as: handbook including a map of the school, lockdown and fire drill procedures, school rules and expectations, timetables and schedules, supervision duties, explanation of any forms to be used, etc.

## **DRESS CODE**

The Swan Valley School Division recognizes that staff members are role models for the students who come in contact with them in school activities and programs during and after school hours. The Board recognizes the positive effect staff members can have on their students. It is therefore strongly suggested and encouraged that staff members dress and groom themselves in a manner appropriate to the educational environment.

## **CONDITIONS AND BENEFITS**

### **Terms of Employment**

Continued employment is subject to enrolment of students. Positions may be added, terminated or transferred during the school year. Educational assistants will be notified in June of the availability of positions for the next school year. The number of hours employed may vary from one school year to another. Hourly adjustments may be made as required during the school year.

### **Criminal Record Check and Child Abuse Registry Check**

All educational assistants must complete a Child Abuse Registry check and Criminal Record check. Forms are available at the Division Office.

### **Resignation**

If resigning from an educational position, a dated and signed letter must be submitted to the Student Services Coordinator to forward to the Board of Trustees for acceptance two weeks prior to resignation date.

### **Retirement**

If retiring from an educational position, a dated and signed letter must be submitted to the Student Services Coordinator to forward to the Board of Trustees for acceptance two weeks prior to retirement date.

## **DIFFERENTIATING THE DUTIES OF TEACHERS AND EDUCATIONAL ASSISTANTS**

The following table identifies separate and joint roles and responsibilities of teachers and educational assistants.

<b>Duties of Teachers and Educational Assistants: A Summary*</b>			
	<b>Duties of Teachers</b>	<b>Joint Activities (Teachers and Educational Assistants)</b>	<b>Duties of Educational Assistants</b>
<b>Assessing</b>	<ul style="list-style-type: none"> <li>Assess learning needs, based on class and individual student profiles.</li> </ul>	<ul style="list-style-type: none"> <li>Discuss student abilities, strengths, and weaknesses.</li> <li>Attend program-planning meetings at the teacher's request.</li> </ul>	
<b>Programming</b>	<ul style="list-style-type: none"> <li>Develop programming based on required curriculum and individual student needs, choosing from available alternatives.</li> <li>Prepare individual education plans (IEPs).</li> <li>Maintain current student profiles and IEPs.</li> </ul>	<ul style="list-style-type: none"> <li>Discuss desired outcomes for the student.</li> <li>Discuss educational, behavioural, and emotional goals.</li> </ul>	
<b>Planning</b>	<ul style="list-style-type: none"> <li>Plan lesson activities and choose resources.</li> <li>Choose appropriate adaptations/modifications to meet IEP specifications.</li> <li>Establish priorities.</li> </ul>	<ul style="list-style-type: none"> <li>Discuss the preparation of materials and adaptations/modifications to the curriculum based on student needs.</li> </ul>	<ul style="list-style-type: none"> <li>Assist in collecting, collating, and organizing materials, creating displays, and undertaking other supportive activities.</li> </ul>
<b>Supervising</b>	<ul style="list-style-type: none"> <li>Establish a clearly understood classroom management structure, classroom rules, and expectations for students.</li> <li>Work within school management structures, school rules, and expectations.</li> </ul>	<ul style="list-style-type: none"> <li>Meet regularly to discuss student progress.</li> <li>Discuss and clarify expectations for student behaviour and classroom rules.</li> </ul>	<ul style="list-style-type: none"> <li>Work within established school structures, including classroom management structures, behavioural rules, and student expectations.</li> <li>Document and report to the teacher, as appropriate.</li> </ul>

*continued*

<b>Duties of Teachers and Educational Assistants: A Summary (continued)</b>			
	<b>Duties of Teachers</b>	<b>Joint Activities (Teachers and Educational Assistants)</b>	<b>Duties of Educational Assistants</b>
<b>Teaching</b>	<ul style="list-style-type: none"> <li>■ Implement lesson plans and direct teaching related to those lesson plans.</li> <li>■ Supervise and facilitate student learning.</li> <li>■ Model techniques and appropriate language.</li> <li>■ Provide resources for educational assistants.</li> </ul>	<ul style="list-style-type: none"> <li>■ Clarify and share outcomes and experiences.</li> <li>■ Discuss specific strategies, activities, and outcomes.</li> <li>■ Discuss workplace location.</li> </ul>	<ul style="list-style-type: none"> <li>■ Clarify elements of the lesson for students.</li> <li>■ Supervise reinforcement activities.</li> <li>■ Reinforce specific techniques, strategies, and language as directed by the teacher.</li> <li>■ Document, monitor, and report objective information to the teacher.</li> </ul>
<b>Evaluating</b>	<ul style="list-style-type: none"> <li>■ Monitor and evaluate student progress and programming.</li> <li>■ Monitor the implementation of the IEP.</li> </ul>	<ul style="list-style-type: none"> <li>■ Discuss observations.</li> <li>■ Exchange information.</li> </ul>	<ul style="list-style-type: none"> <li>■ Observe student behaviour and provide information to teachers.</li> <li>■ Collect and record data for use in student evaluation.</li> <li>■ Mark objective tests and assignments for teachers to review.</li> </ul>
<b>Reporting</b>	<ul style="list-style-type: none"> <li>■ Report to parents/legal guardians and the school team, both formally and informally, as appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>■ Discuss student information, as appropriate.</li> <li>■ Maintain confidentiality within policies and practices.</li> </ul>	<ul style="list-style-type: none"> <li>■ Report to teachers on students' strengths, achievements, and needs.</li> <li>■ Report to teachers on observed student behaviour and outcomes.</li> </ul>
<b>Staying Current</b>	<ul style="list-style-type: none"> <li>■ Keep up to date on school, school division, and provincial policies.</li> </ul>	<ul style="list-style-type: none"> <li>■ Follow policies and guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>■ Keep up to date on school, school division, and provincial policies.</li> </ul>

**EDUCATION AND TRAINING**

Educational Assistants are encouraged to study for and receive an Educational Assistant Diploma. Educational assistants earning their EA Diploma would qualify for an additional \$1.00/hour education premium.

## **OTHER DUTIES AS ASSIGNED**

### **Noon Hour Supervision**

Educational assistants may be scheduled and compensated for noon hour supervision as part of their assignment.

Noon hour supervision should occur only while under the supervision of a professional staff member, as assigned by the administration of the school. All areas where there is student activity whether inside or outside the building but on school property, should be supervised. The specific area of supervision will be assigned by the administration of the building.

Supervisors are to be on duty for the times assigned. Should an occasion arise where that is not possible, the on-call staff member must be informed and a replacement arranged.

The supervisors are to be visible while on duty, interacting positively with students and intervening where the need arises.

The SVSD Code of Conduct and school procedure in reporting incidents for disciplinary action must be followed.

### **Recess breaks and lunch breaks-**

Dependent on the number of hours worked per day, educational assistants are schedule two unpaid 15 minute coffee breaks and one 30 minute unpaid lunch break.

## **CODE OF PROFESSIONAL PRACTISE**

### **Confidentiality**

All employees of the Swan Valley School Division are required to sign an Oath of Confidentiality. Employees working within the school system have access to confidential information about students and families. Parents have a right to expect that their child's progress and/or behavior at school will not be a source of gossip within the school or community. These personal matters should never be discussed with anyone outside of the school.

The school receives a great deal of information regarding some students. These confidential files are kept securely and the principal and/or teacher will decide what information is to be shared with assistants.

### **Social Media Etiquette**

All employees of the Swan Valley School Division need to be respectful and professional in their posts. Posting profanity, obscenities or making negative comments is unacceptable behavior. Harassment of any kind is strictly prohibited.

### **Reporting Child Abuse**

In Manitoba, it is everyone's legal obligation to protect children. This responsibility involves identifying and reporting a child who is or might be in need of protection. An educational assistant may receive information from a child which cannot be kept confidential. Such confidential information MUST be reported to the School Principal.

### **Duty to Report**

To keep our schools and communities safe, all staff members must report all threat-related behaviors to the School Principal.

### **Change of Hours**

Any change mid-year to EA hours and/or level of pay must be taken to the Board for approval.

## **SUPERVISION & EVALUATION**

The Principal oversees the supervision and evaluation of educational assistants in the school. Day-to-day supervision and scheduling is the responsibility of the school's resource teacher. The classroom teacher is the supervisor within a particular classroom.

### **Probation**

All new hires will be on probation for their first three months, as indicated in letter of employment. The school principal will complete the form to indicate if the probationary period is over or will be extended.

### **Performance Appraisal**

The Principal ensures that a performance appraisal is completed in the first year of any educational assistant position and thereafter when considered appropriate. Principals are required to complete a performance appraisal every three years following their initial year with the rights to appraise when deemed necessary.

### **Seniority List**

Seniority does not exist among educational assistants. All educational assistants are hired on a yearly basis; assignments of time and level of speciality are dependent on the needs of the students (classroom) the individual is assigned to.

## **REQUESTS FOR LEAVE:**

### **Personal Leave**

- a. Support staff and the Division have entered into an employment relationship with the understanding that support staff are available for work when classes/school are in session, and as such, time away should be arranged during the established school breaks.

- b. The Superintendent/CEO is authorized to approve a leave of absence, up to five days without pay, to any member of the support staff when in the opinion of the Superintendent/CEO, the leave is warranted due to extenuating circumstances and does not unduly interfere with the operations of the Division.
- c. Support staff requests for leaves of absence, as identified within this procedure, to extend the Spring, Christmas or Summer Break shall not be allowed, unless for extenuating circumstances.
- d. A short-term leave of absence (up to five consecutive instructional days) may be granted to support staff employees who have worked for Swan Valley School Division for a minimum of two years without a break in employment. A break in employment is considered to be a resignation or a termination. Leaves of absence under this procedure will not normally be granted more than once during any five year period.

### **Policy Leave Day**

Educational Assistants are eligible to take one Policy Day in each school year at no deduction in salary.

### **Illness/ Medical Leave**

Sick leave credits are earned at two (2) days a month, accumulated at the end of each full month worked. Absence due to illness which exceeds three days must be verified by a doctor's slip. Out of town medical appointments must be verified by a referral from a local doctor.

### **Family Medical Leave**

You may use family medical leave up to four (4) days of sick leave (providing sick leave credits are available), per fiscal year, to attend the illness, injury or medical appointments of your immediate family.

### **Compassionate Leave-**

Support staff will be allowed compassionate leave without loss of salary up to, but not exceeding, four (4) days at any one time in the case of death of any member of the immediate family. Leave beyond this amount may be granted at the discretion of the board.

Immediate family is defined as the employee's father, mother, sister, brother, son, daughter, wife, husband, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents, grandparents-in-law, grandchild, son-in-law and daughter-in-law.

### **PROFESSIONAL DEVELOPMENT**

Professional development opportunities will be available and organized by the Swan Valley School Division and within schools.

The Board of Trustees has established two paid Professional Development days each school year. Request for specific professional development topics should be submitted to the Student Services Coordinator through the school's EA representative. Meetings with the Student Services Coordinator and the school EA representatives occur in the fall and spring terms as scheduled each year.

Educational Assistants are required to attend the minimum hours that they are paid for that day, but are more than welcome and encouraged to participate fully.

## **DISCRIMINATION AND HARASSMENT**

[https://www.svsd.ca/Division/Administrative-Procedure-Manual/Documents/2\\_safe\\_schools/205-discrimination\\_and\\_harassment.pdf](https://www.svsd.ca/Division/Administrative-Procedure-Manual/Documents/2_safe_schools/205-discrimination_and_harassment.pdf)

### **Statement of commitment**

The Swan Valley School Division is committed to:

- Providing an environment in which employees can work, students can learn and volunteers can participate which: fosters respect for the dignity, worth and well-being of all members of the Division's community; provides an opportunity for all individuals to develop their full potential; is conducive to the pursuit of excellence.
- Ongoing education and awareness of the issues of discrimination and harassment.

In the school setting, it is imperative that the principal or vice-principal be informed of all incidents of discrimination and harassment that occur in a school or on school property.

All cases of discrimination and harassment that are reported will be dealt with.

For more information regarding Educational Assistants in Manitoba Schools- see [www.svsd.ca/Division/StudentServices](http://www.svsd.ca/Division/StudentServices)

For information regarding Code of Conduct- see EAMB Code of Professional Conduct- [www.svsd.ca/Division/StudentServices/](http://www.svsd.ca/Division/StudentServices/) Educational Assistants of MB link

### **For additional information contact within SVSD:**

School Principal

School Resource Teacher

Rubieann Kluge- Payroll- 734-4531

Patti Hack- Student Services Achievement Coordinator- 734-4531