

Administrative Procedure 470 – Appendix B

Appendix B - POSITION DESCRIPTION – EDUCATION ASSISTANTS

It is important to employ staff members possessing appropriate qualifications and expertise based on the available funding.

“Under the direction of a teacher, support staff may work directly with students to deliver activities that reinforce and advance the education program.”

Quote: The Alberta Teachers' Association. Education Assistants Roles and Responsibilities (2000)

Procedures

1. The Principal in consultation with the Superintendent or designate will determine the amount of educational assistant time which will be available to deliver the program.
2. The deployment, consistent with the intent of the allocation, of education assistants is the responsibility of the Principal.
3. Education assistant responsibilities will be determined by the needs of the student, requirements of the teacher, resources within the school and the Division, and individual qualifications.
 - 3.1 Are responsible for maintaining confidentiality. Education assistants are never to disclose information about children, parents, or professionals that they may be privy to through school activities.
 - 3.2 Have the responsibility to facilitate the development of self-esteem in all students and to promote positive interaction among students.
 - 3.3 Have the responsibility to collaborate with the teacher, to provide learning opportunities designed to actualize the potential of the students.
 - 3.4 Have the responsibility to treat all students with dignity and respect regardless of the nature of his or her physical appearance, socioeconomic status, ethnic origin or disability.
 - 3.5 Are required by law to report any signs of child abuse. If an education assistant has reason to suspect abuse, the suggested first step is to notify the supervising teacher.
 - 3.6 Have the responsibility to maintain effective working relationships with staff, students, parents and administrators within the educational setting.
 - 3.7 Are responsible for becoming familiar with general school/classroom rules and procedures in order to be a positive role model to the students, and to support the school/classroom discipline policy.
 - 3.8 Have the responsibility to use appropriate judgment in resolving problems according to established school policies and procedures.

- 3.9 Have the responsibility to take direction from teachers and to assist teachers by reinforcing academic concepts and supporting the education process as outlined by the teachers.
 - 3.10 Have the responsibility to address work related problems/concerns directly with their supervising teacher.
 - 3.11 Have the responsibility to review in consultation with their supervising teacher their own level of competence and effectiveness to keep their educational skills and practices current.
 - 3.12 Are expected to adapt to changes in classroom assignments.
 - 3.13 Have the responsibility to act in a manner which maintains the dignity and integrity of the position.
 - 3.14 Have the responsibility to support the teachers they work with so as not to undermine the authority of the teacher. Issues regarding professional competence/reputation must be addressed to school administration through proper administrative procedures and practice.
- 4. Education assistant assignments are determined by qualifications and seniority within the Division. However, every effort will be made to maintain education assistant assignments from the previous year.
 - 5. Education assistants who have not been recalled will be given first consideration when filling vacant positions, provided they have the qualifications to do the job required.
 - 6. The Superintendent or designate will ensure that all education assistants, including those who have been laid off, will receive adequate consideration before any position is offered externally.
 - 7. A list of vacancies will be posted in all schools and on the Division website.

Reference: Section 60, 61, 96, 113, 116, 117 School Act