



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 Achievement 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 Achievement 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.

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

continued

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

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 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.

Technology Use

It is the responsibility of all members of the Swan Valley School Division to ensure that access to technology provided by the school system is not abused. To maintain the integrity of our school's technology policy with our students, we ask that staff refrain from using their personal devices during the school day. Personal devices may be used by staff during breaks in the staff room.

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 need 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 are 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 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 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 Achievement Coordinator through the school's EA representative. Meetings with the Student Services Achievement 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)

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.

SAFE SCHOOLS

We would like to make sure you have reviewed and aware of all the administrative procedures of our school division. All our admin procedures can be found at:

[Swan Valley School Division \(www.svsd.ca\)/Division/Administrative Procedure Manual/Safe Schools](https://www.svsd.ca/Division/Administrative-Procedure-Manual/Safe-Schools)

Please review all these procedures. At anytime if you have any questions or concerns about the procedures, please talk with your supervisor who can help or direct you.

Also please review the Accessibility standards including the employment and customer service standard below. Please note if you have any accessibility needs or requests to please address them with the principal of your school.

SVSD asks that all new employees watch the following video on accessibility (customer service) and review the employment standard. If you require an individual accommodation plan or emergency accommodation plan (info in the policy) please see your supervisor and one will be worked out for you.

Here is the video: [The Accessibility for Manitobans Act | Province of Manitoba \(accessibilitymb.ca\)](https://www.accessibilitymb.ca)

SECLUSION AND PHYSICAL RESTRAINT

To provide a safe environment for all students and staff, it may be necessary to use physical restraint in dealing with students who are unable to control their own behavior. Physical restraint is not a discipline procedure and must not be used in a punitive manner.

Please review the following procedures:

Guidelines For the Use of Physical Restraint AP: 128 [www.svsd.ca/Division/Administrative Procedure Manual/School Administration](https://www.svsd.ca/Division/AdministrativeProcedureManual/SchoolAdministration)

Use Of Physical Restraint AP: 127 [www.svsd.ca/Division/Administrative Procedure Manual/School Administration](https://www.svsd.ca/Division/AdministrativeProcedureManual/SchoolAdministration)

Use Of Seclusion AP: 129 [www.svsd.ca/Division/Administrative Procedure Manual/School Administration](https://www.svsd.ca/Division/AdministrativeProcedureManual/SchoolAdministration)

If, at anytime if you have any questions or concerns about the procedures, please talk with your supervisor who can help or direct you.

For more information regarding Educational Assistants in Manitoba Schools- see www.svsd.ca/Division/StudentServices

For information regarding Code of Conduct- see EAMB Code of Professional Conduct- 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