

SCHOOL BASED EDUCATIONAL ASSISTANT STAFFING

Background

Qualified educational assistants (EAs) can best support the program needs of students. It is therefore the practice of the Division to choose qualified certificated personnel to fill educational assistant vacancies within the Division.

Procedures

1. The appropriateness of selecting an individual for an educational assistant vacancy is to be measured by:
 - 1.1 Appropriateness of academic and experience qualifications;
 - 1.2 Relative competency;
 - 1.3 Seniority.
2. The criteria listed in section 1 shall be evaluated through the use of the “Selection Evaluation Rubric” to evaluate candidates for a position. Such criteria shall be developed and implemented by the Director of Learning Services.
3. Educational assistants (EAs) who are deemed certified are those individuals who:
 - 3.1 Have completed the two (2) year Teacher Assistant diploma or other recognized program or
 - 3.2 Were employed by the Division on June 15, 2004 and have ten (10) years FTE of experience with the Division subject to that employee taking at least one (1) EA course towards certification per year.
4. EAs who are deemed non-certified are individuals who:
 - 4.1 Do not have any formal Teacher Assistant training or are enrolled in the Teacher Assistant certification program but have not completed it; and
 - 4.2 EAs who are deemed certified or non-certified will serve a probationary period of employment with the Division at the start of their employment, as set out in the CUPE Local 4839 Support Staff Collective Agreement.
5. Subject to the employee being equally qualified and seniority, certified EAs shall have the highest degree of employment security followed by non-certified EAs.
6. In the event of being laid off, where qualifications and seniority are equal, certified EAs shall be provided with the first right of refusal into a vacancy either at the school implementing the layoff, or at another school within thirty (30) kilometers radius from that school. This first right of refusal shall continue to exist for up to twelve (12) months from the date of layoff. See Administrative Procedure 444 – Reduction in Support Staff.

7. EA positions, whether school funded or funded by pooled services, shall be assigned to specific schools not students, with roles and responsibilities assigned by the Principal.

Adopted/Revised: JUN 2016/NOV 2016/SEP 2019/NOV 2019/JAN 2023

Reference: Section 52, 53, 68, 196, 197, 222, 225 Education Act
Employment Standards Code
Labour Relations Code