

[Policy Home](#)[Section G Index](#)**Guidelines for School Support Staff**

School support staff are employed by Pine Creek School Division to provide assistance to students, teachers, and administrators. All support staff are directly responsible to the principal. Supervisory responsibilities may be delegated to other professionals. The principal is responsible for evaluation and will solicit input from appropriate professional staff.

**26 Jun 01 (310)****Duties of Education Assistants**

The priority will be to provide support to students and teachers in the most appropriate educational setting. The specific duties vary with each position. Listed below are some that may be assigned:

**Rev 8 Apr 97(181); 26 Jun 01 (312)****General Duties:**

- Maintains positive relationship with students and staff
- Communicates effectively with team members
- Takes part in in-service opportunities
- Maintains confidentiality

**26 Jun 01 (312)****Instructional Support:**

- Helps students with academic work
- Listens to students read and reads to students
- Supervises student work areas
- Helps students select library books/ research / reference materials
- Helps students explore special interests
- Reinforces skills through use of technology

**Rev 8 Apr 97 (181); Rev 26 Jun 01 (312)****Behavioural Support:**

- Reinforces appropriate behaviour in accordance with the school code of conduct and individual behaviour plans
- Supervises time out

**Rev 26 Jun 01 (312)****Student Care:**

- Assists with personal grooming of students as directed
- Assists with routine health tasks or individual health concerns
- Assists students in movement, use of specialized equipment, eating, and other situations as directed

**Rev 26 Jun 01 (312)****Data Gathering:**

- Observes and records aspects of student performance and behaviour as directed by supervising professional

**26 Jun 01 (312)**

**Supervision:**

- Supervises during temporary absence of teachers
- Provides supervision as directed

**26 Jun 01 (312)**

Carries out any other related duties as assigned by supervising professional. **26 Jun 01 (312)**

**27 Jun 83(293), 12 Nov 86(38), 26 Jun 90; Rev 8 Apr 97(181); Rev 26 Jun 01 (312)**

**Responsibilities of the Education Assistant**

1. Consultation and collaboration with classroom teachers and other supervising professionals concerning programming for identified students. **Rev 26 Jun 01 (311)**
2. Work with students individually or in small groups.
3. Implement educational and behavioural programming as directed by supervising professionals. **Rev 26 Jun 01 (311)**
4. Collect and record data as directed. **Rev 26 Jun 01 (311)**
5. Attend team meetings as requested. **Rev 26 Jun 01 (311)**

**Rev 8 Apr 97(181) Rev 26 Jun 01 (311)**