



## 3.18 Classification

### 3. Human Resources - Administrative Procedure Manual

#### **Education Assistant Classifications**

To recognize the educational achievements of Education Assistants, the Division has created an Education Assistant 2 classification for those who have successfully completed post-secondary education.

Education Assistant 2: Educational Assistants with any of the following:

- a) Valid Teaching Certificate
- b) Educational Assistant Diploma
- c) Para Educator Diploma
- d) Relevant post-secondary degree (minimum 3-year degree) from any accredited university
- e) Completion of a recognized American Sign Language credit, or minimum of ASL103
- f) Early Childhood Educator 2

Education Assistants who meet the criteria as indicated above may submit a letter to the Superintendent of the Pine Creek School Division with proof of successful completion to be considered for a wage increase. Any change in salary due to a change in classification shall become effective the month following the receipt of evidence by the Division. The onus is on the employee to file proof for change in classification with the superintendent as soon as possible. Proof must be through original documents.