

## RESPONSIBILITIES AND GUIDELINES FOR EDUCATIONAL ASSISTANTS

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The student services resource teacher in collaboration with the principal and classroom teachers, develops educational assistants' schedules. The student services resource teacher provides support and training to the educational assistants. The student services resource teacher assists the classroom teachers in planning and monitoring educational assistant involvement.

### I. Educational Assistant

1. To provide assistance with student instruction and remediation through the classroom teacher and/or the student services teacher;
2. To provide support to students in academics, including completing assignments, developing organizational skills, and developing work and study habits;
3. To provide support for student and teachers in the area of social-emotional behaviours;
4. To provide assistance in the classroom and student services room with regard to student supervision;
5. To perform general administrative duties assigned;
6. To provide assistance to students with special personal or health care needs as required.

### II. Laws and Regulations Concerning Educational Assistants:

#### 1. Manitoba Regulation 464/88R:

Being a Regulation under The Public Schools Act respecting persons other than teachers having care and charge of Pupils

##### a) A person having care and charge of pupils:

- Shall be a responsible adult; and
- Shall come under the direct supervision of a teacher designated by the principal of the school to which he/she is assigned.

##### b) An educational assistant shall perform such duties as the principal assigns to him/her, subject to the instructions of the school board and the superintendent, but those duties shall not include:

- The organization and management of the classroom;
- The planning of teaching strategies; or
- The direction of learning experiences of pupils, including:
  - The assessment of individual needs of pupils;
  - The selection of materials to meet pupil needs; and
  - The evaluation of pupil progress.

- c) The educational assistant shall not assume or be assigned the duties set out above if a certified teacher is not available for direction and guidance.
2. Manitoba Teachers' Society Policy from "HELP AT LAST: Paraprofessionals in Your School":
- a) Since the Manitoba Teachers' Society wants to protect the interests of teachers, students and paraprofessionals, it has developed these guidelines for paraprofessional use:
    - i. The teaching staff shall at all times supervise persons employed as paraprofessionals.
    - ii. Paraprofessionals shall not perform teaching tasks. Teaching tasks include such functions as planning, diagnosing, prescribing, evaluating and selecting learning resources to meet pupils' needs.
    - iii. Teachers shall be involved in the selection of paraprofessionals.
    - iv. Paraprofessionals shall not be timetables for supervisions responsibilities in classroom environment including libraries, excluding noon hour supervision.
    - v. Paraprofessionals shall not be assigned to supervision responsibilities on student field trips without the presence of a supervising teacher.
  - b) The following are prohibited activities:
    - i. Planning and initiating learning activities.
    - ii. Subjective evaluation of students or their work.
    - iii. Substitute teaching during hours employed as paraprofessionals.
    - iv. Developing specific lesson plans.
    - v. Designing learning centres.
    - vi. Choosing or designing learning activities.
    - vii. Evaluating and selecting learning materials.
    - viii. Evaluating the professional and non-professional staff.
    - ix. Evaluating school programs.
    - x. Reporting to parents.

*Source: Manitoba Regulation 464/88R of the Public Schools Act*

3. Child Protection:

If educational assistants, in the course of their duties, have reason to suggest that a child has suffered or is suffering from abuse they are required, by law, to report this information to the school administration and appropriate agencies.