



**NORTH EAST SCHOOL DIVISION**  
**Educational Associate Handbook:**  
***General Information and Guidelines***

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# North East School Division

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Welcome to the exciting and rewarding opportunity to work as an Educational Associate (EA) with the North East School Division. Your commitment to this task will help us ensure our students are able to succeed to their maximum potential.

As an employee, you will be faced with many challenging yet rewarding assignments. As you begin your career you will be required to learn to have a high level of confidence, commitment and initiative. Over time, your comfort level within your role will increase and the North East School Division is committed to supporting you in your journey.

You will not be alone in your daily tasks of ensuring our students' needs are being addressed and you should always feel comfortable asking for assistance, guidance and direction. Administration, classroom teachers, Diversity Education teachers and/or other Educational Associates should be able to provide you with the direction and support that you require.

Each of our students deserve the support they need to succeed and your willingness to engage in this challenging role is much appreciated.

Please find in this document some general information to assist you in being successful as an Educational Associate. Your contribution is invaluable to the success of the students you work with.

Eric Hufnagel  
Superintendent of Student Services

## **Job Description: Educational Associate**

**REPORTS TO:**           **Directly:**       **School Principal**  
                                  **Indirectly:**   **Diversity Education Teacher**

### **Purpose:**

The Educational Associate provides support services to students and teachers in a school setting within the division to meet curricular outcomes. The duties of an Educational Associate will vary depending upon the special needs of student(s).

### **Required Education, Knowledge, Qualifications and Experience:**

- A Grade 12 diploma from a provincially recognized institution or equivalent
- Possess a current and valid Driver's License
- Post-secondary courses in programs such as Early Childhood Development, Educational Associate, Youth Worker, Rehabilitation Worker, Personal Care Aide or equivalent post-secondary courses in a related area from a recognized institute and or related experience would be an asset.
- Experience in the delivery of human services would be an asset
- Proficiency in the operation of computers, word processing applications and additional software comparable to those currently used in the school division.

### **Required Skills and Abilities:**

- Ability to maintain strict confidentiality
- Ability to work as a team player
- Strong expressive communication skills
- Ability to work independently and follow instructions
- Flexibility and adaptability to changing situations
- Strong interpersonal skills
- Ability to present a positive attitude and work ethic
- Ability to provide personal care for a student with intense needs
- Ability to lift up to 60 pounds without a lift and up to 120 pounds with 2-man lift or with mechanical lift
- Ability to handle physically/emotionally demanding children (ie. aggressive, hyperactive students)

### **Duties and Responsibilities:**

Without restricting the generality of the purpose above, the Educational Associate shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

- Assist in the supervision of the classroom during short periods under the direction of the teacher. This may include, but is not limited to:
  - times when the teacher is working with individual students or groups of students located in the same classroom or outside the classroom
  - students who require individual attention
  - playground, lunch or rest areas
  - during recreational activities and outdoor trips on a one to one or group basis
- May assist students in various life skills activities and assist the teacher in planning and evaluating the progress in those activities, which can be inside or outside of the school setting.
- Assist students who require intensive supports with gross and fine motor skill development
- Support the successful inclusion of students by reinforcing social and personal skills.
- Under the supervision of a teacher, provide support to students in attaining curricular outcomes and/or goals as identified in the Inclusion and Intervention Plan.
- For students with intense needs, provide assistance in occupational therapy, physical therapy, dressing, eating, toileting, transferring and transportation.
- May administer medication in accordance with administrative procedures.
- Observe and share the progress of students at team meetings.
- Be aware and adhere to school-based expectations when redirecting behavior.
- Fulfill the Educational Associate role as outlined in safety plans for students requiring intensive behavioural supports.
- Perform such other duties and tasks as may be required due to the specialized nature of a student's particular education program.
- Keep anecdotal records of student's daily activities when requested.
- Be knowledgeable and supportive of applicable operational policies and procedures.
- Be willing to engage in life-long learning with respect to training and professional development.
- Conduct oneself in a manner appropriate to a professional learning environment
- Deal tactfully with staff, students, parents and the public.
- Attend meetings as requested.

### **Judgment, Independence and Client/Peer Contact:**

#### **Confidentiality**

At no time should an Educational Associate discuss, in public, information pertaining to a student. An Educational Associate is expected to respect the confidential nature of the position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Any breach of confidentiality in this regard is a serious violation of acceptable professional conduct.

## **Independence**

The Educational Associate is expected to work independently and as a team member of both the school-based staff and the school-division staff.

## **Client/Peer Contact**

This position involves working collegially with other support staff, teachers, and school-based administration on a daily basis in support of the goals of the school.

## **Responsibility for Quality of Assigned Work**

The employee is under direct supervision and is responsible to achieve the quality of work as assigned by the supervisor and is expected to seek clarification and direction on any matters of concern.

## **The Prekindergarten Educational Associate's Role**

This is a unique role in that it is part of a Ministry funded program that supports targeted at-risk three and 4 year olds in a highly structured setting in which 16 students interact with a certified teacher and an educational associate.

Duties may include, but are not limited to:

- Facilitating children's development through play, exploration, inquiry and investigation
- Assisting the teacher with documentation of learning
- Developing positive relationships with families and caregivers through strength based conversations
- Assisting in planning, organizing and attending family events and activities
- Supporting community based programming and partnerships
- Participating in home visits with the teacher if required
- Assisting the teacher in implementing interventions and recommendations from other professionals such as Speech Language Pathologists, Occupational Therapists and Educational Psychologists
- Interacting with children during meaningful play to inspire and enhance learning opportunities
- Sharing observations of children's interests with the teacher to inspire invitations to learn
- Participating actively as a play partner to nurture positive relationships and build language skills
- Using conversation and interactions intentionally and purposefully to extend children's learning

## General Information

### Work Calendar

- ½ day on August 30<sup>th</sup> or September 1, 2017 for staff meeting (as assigned by principal)
- 188 additional days, 186 of which are student days.
- One of the 2 additional days may be scheduled by principals as “flex time” to attend staff meetings, student team based meetings etc.
- The other additional day will be the Divisional EA in-service on the Oct. 2<sup>nd</sup> SIP Day (details to follow)

### Work Day

- The principal will set the hours for Educational Associates.
- Work day typically includes two 15 minute breaks and an unpaid 30-minute lunch period

### Leave Processes

- All leave provisions are consistent with those outlined in the CUPE Collective Bargaining Agreement between the NESD and CUPE 4875 or as outlined in the Non-Union School Based Support Staff Working Conditions Document (September 1, 2015)
  - <http://www.nesd.ca/careers/Compensation/Documents/CUPE%204875%20-%20Sept%201,%202015%20-%20Aug%2031,%202018.pdf>
  - <http://www.nesd.ca/careers/Compensation/Documents/Working%20Conditions%20document%20for%20Non%20Union%20Employees%20Sept%201%202015.pdf>
- Absences are to be entered into the AESOP Absence Management System as directed by the school principal

## Safety and Training

- As your employer, the NESD is committed to ensuring that you are properly trained for the tasks which you are asked to perform.
- At times, school staff are involved in the transfer of students with physical disabilities and such training will be provided by our Occupational Therapist.
- The NESD Lifts and Transfers Manual is also an excellent reference and is found on the NESD webpage under the Student Services link/handbooks.
- This is the link for that handbook:  
[http://www.nesd.ca/Programs/studentssupportservices/Student%20Support%20Services%20Handbooks/NESD%20Lifts%20and%20Transfers%20Manual%20\(Feb%202016\).pdf](http://www.nesd.ca/Programs/studentssupportservices/Student%20Support%20Services%20Handbooks/NESD%20Lifts%20and%20Transfers%20Manual%20(Feb%202016).pdf)
- Finally, feel free at any time to ask your in school administrator for direction if you feel you require training or support to fulfill your duties

## North East School Division Code of Conduct

- All employees of the NESD are expected to review and comply with this Code upon initial employment and at regular intervals throughout their career.
- <http://www.nesd.ca/careers/Compensation/Documents/NESD%20Employee%20Code%20of%20Conduct%20v.Jan%202014.pdf>

### **Mission, Vision & Values**

The North East School Division mission, vision and values provide a framework to help guide our actions. This framework describes what we aim to achieve when making decisions. They inspire our culture and should guide the behaviors we demonstrate while working.

#### **Vision Statement**

Our vision is education in a culture of excellence.

#### **Mission Statement**

Our mission is to ensure every student has the opportunity to succeed.

#### **Guiding Principles**

Success in the North East School Division is achieved through the following shared values:

##### **Commitment to Be your Best**

We are committed to the pursuit of excellence and the achievement of one's personal best.

##### **Responsible**

We are committed to individual and organizational accountability.

##### **Inclusive**

We are committed to a culture of mutual respect which is responsive to the diversity among people.

##### **Cooperative**

We are committed to collaborative relationships fostered by open communications.

##### **Ethical**

We are committed to conducting ourselves with integrity and compassion.



**The North East School Division commits to provide you with:**

- a safe, healthy, respectful and productive work environment
- fair and equitable treatment
- opportunities for professional development
- protection from harassment
- protection from retaliation after good faith disclosures of improper activities.

**The North East School Division expects you to:**

- act with integrity at all times
- be present and productive during working hours
- operate within the law
- follow the Code of Conduct, organizational policies and practices
- take personal accountability for your workplace actions
- demonstrate a sense of respect, loyalty, good faith and responsibility toward one another and the school division
- keep organization information confidential
- exercise sound judgment in decision making
- report violations of the ***Code of Conduct*** and other policies and practices

**Supervision and Evaluation**

- As per AP 503, all employees are to be evaluated during their probationary period and formal evaluations will be conducted on an annual basis.
- Observations, monitoring and conferences are an integral part of any evaluation.
- A copy of the written evaluation will be shared with the employee and provisions will be made for the employee to make comments prior to signing the evaluation which will then be placed in the employee's personnel file