



Policy 6.10

Category: Charter School Operations

Role of the Educational Assistant

BACKGROUND

“CAPE provides a safe, caring, and supportive learning environment for each learner. The learning environment is purposely designed to support student engagement, the pursuit of personal best, capacity, and citizenship.

Parents choose CAPE with the expectation that its environment is understanding, knowledgeable, and responsive to the needs of their children. Parents learn about their children as they develop and the school supports the acquisition of knowledge so that parents may support their children effectively.”

CAPE charter

The CAPE charter also describes its personalized as a research-based, data-driven, purposeful, collaborative, and cyclical process through which each student’s personalized program is developed, implemented, monitored, and re-evaluated to maximize the achievement of personal goals through the acquisition of knowledge, skills, and attitudes.

“Educational assistants are instrumental in the delivery of the personalized program. As such, they are valued and valuable members of the educational team. Therefore, kindergarten through to grade 3 classes are provided with a full-time educational assistant while the 4-9 classes are provided with the services of an educational assistant if the student needs within the group are such that support is warranted. Students that have been identified with severe needs are supported within the class through educational assistants based on assessments and recommendations. The support from educational assistants allows for a greater variety of accommodations and recommendations to be implemented in a timely manner and tracked for effectiveness.”

CAPE charter

POLICY STATEMENT

1. The CAPE Charter Board recognizes and supports the role of the educational assistant as a part of the delivery of the CAPE personalized integrated instructional program.
2. It also recognizes and supports the role of the educational assistant as key to the personal development of students.

**CAPE-Centre for Academic and Personal Excellence
Policy Manual**

Policy 6.10

Category: Charter School Operations

DEFINITIONS

3. **Educational Assistant** - an individual who possesses training as, and/or experience in, Early Childhood Development or Teacher Aide or Child Care Development or similar and who, under the direction of the teacher, provides supports to the children/students within the classroom.

GUIDELINES

4. The educational assistant shall provide the Charter Board with a clean Police Information Check Certificate, including the Vulnerable Sector Check, and an Alberta Children Services' Intervention Record Check within two (2) months of the start of the first year of employment as per Policy 6.01 and adheres fully to Policy 6.01.
5. Clear reports are a condition of employment. It is the responsibility of the educational assistant to report any inaccuracies in the reports to the administration.
6. The educational assistant shall be familiar with the CAPE charter, the Parent Information Booklet, the CAPE Code of Professional Conduct Educational Assistants and all other relevant CAPE documents.
7. The educational assistant recognizes and accepts the Superintendent as the Chief Executive Officer of the CAPE Charter Board and Chief Education Officer of the Jurisdiction, and as such responsible for the total operation of the CAPE school.
8. The educational assistant recognizes and accepts the CAPE Charter Board as the entity that provides overall policy direction and leadership for the school.
9. The educational assistant recognizes and accepts the Superintendent as the Chief Executive Officer and Chief Educational Officer of CAPE.
10. The educational assistant recognizes and accepts the Principal as the instructional and school based administrative leader at CAPE.
11. The educational assistant recognizes and accepts the teacher as the educational leader within the class.
12. The educational assistant adheres to the CAPE Code of Professional Conduct Educational Assistant.
13. The educational assistant adheres to FOIP requirements at all times and is respectful of the privacy of all CAPE stakeholders.

**CAPE-Centre for Academic and Personal Excellence
Policy Manual**

Policy 6.10

Category: Charter School Operations

Specific Areas of Responsibility

Educational Assistant/Superintendent Relations

14. Establishes and maintains a positive professional working relationship with the Superintendent.
15. Attends meetings called by the Superintendent.
16. Develops and maintains an open, effective communication system with the Superintendent.

Educational Assistant/Secretary-Treasurer Relations

17. Establishes and maintains a positive professional working relationship with the Secretary-Treasurer.
18. Provides any requested forms, information, certificates, and other items to the Secretary-Treasurer by stated deadlines.
19. Develops and maintains an open, effective communication system with the Secretary-Treasurer.

Educational Assistant/Principal and Vice Principal Relations

20. Establishes and maintains a positive professional working relationship with the Principal and Vice Principal.
21. Attends staff meetings and other meetings called by the Principal and Vice Principal.
22. Develops and maintains an open, effective communication system with the Principal and Vice Principal and other administrators, and with external agencies.

Educational Assistant/Teacher Relations

23. Establishes and maintains a positive professional working relationship with the teacher.
24. Attends meetings called by the teacher.
25. Serves as a resource person to the teacher.
26. Develops and maintains an open, effective communication system with the teacher.

Educational Assistant/Parent Relations

27. Establishes and maintains a positive professional working relationship with the parent body.

**CAPE-Centre for Academic and Personal Excellence
Policy Manual**

Policy 6.10

Category: Charter School Operations

28. Establishes and maintains open communication with parents of the students in the class while deferring to the teacher in matters of individual student or student group achievement, performance, progress, behaviour, or any other matter that is of a personal and private nature.

Community

29. Promotes a positive attitude on the part of parents and the community towards the school and its programs.
30. Establishes and maintains a close working relationship within the school community.

Other

31. Complies with other duties and obligations assigned by the teacher, Principal, Vice pRincipal, Superintendent and/or the CAPE Charter Board.

References:

CAPE charter

CAPE Code of Conduct for Non-Certificated Staff

Adopted: September 30, 2008

Revised: September 28, 2011

Revised: August 27, 2013

Reviewed: September 2018

Motion: #2008-09-30-14

Motion: # 2011-09-28-4

Motion: #2013-8-27-22