



AP 6.04

Category: Charter School Operations

Educational Assistant Role and Responsibilities

BACKGROUND & RATIONALE

“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

DEFINITION

1. **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.

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PROCEDURE

2. 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.
3. It also recognizes and supports the role of the educational assistant as key to the personal development of students.
4. The educational assistant is an integral part of the instructional team within a classroom, works closely with the teacher and provides support to the teacher and the students in the classroom.
5. The educational assistant shall be familiar with the CAPE charter, the Parent Information Booklet, the CAPE Non-Certificated Staff Code of Professional Conduct and all other relevant CAPE documents.
7. The educational assistant recognizes and accepts the CAPE Charter Board as the entity that provides overall policy direction and leadership for the school.
8. 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.
9. The educational assistant recognizes and accepts the Principal as the instructional and school based administrative leader at CAPE.
10. The educational assistant recognizes and accepts the teacher as the educational leader within the class.
13. The educational assistant must adhere to FOIP requirements at all times and is respectful of the privacy of all CAPE stakeholders.
14. The educational assistant establishes and maintains a positive professional working relationship and an open, effective communication system with the CAPE Board of Directors, the Superintendent, the Secretary-Treasurer, all administrators, staff, students, parents, community and other affiliated individuals, groups or organizations.
15. The educational assistant serves as a resource person to the teacher and to students, and if requested to administration.
17. The educational assistant 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.
18. The educational assistant promotes a positive attitude on the part of parents and the community towards the school and its programs.

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19. The educational assistant will:
 - 19.1 Support students to be included in the classroom and school.
 - 19.2 Implement lesson and behaviour plans for students as directed by the teacher.
 - 19.3 Support students to participate in learning activities.
 - 19.4 Help students with lessons and assignments.
 - 19.5 Demonstrate activities.
 - 19.6 Be temporarily left alone to supervise the classroom.
 - 19.7 Assist the teacher in supervising students during assemblies and group field trips.
 - 19.8 Communicate to parents in general, polite terms or as specifically directed by the teacher.
 - 19.9 Accompany students for community based instruction as described in the IPP and as covered by the school's Field Trip Administrator Procedure.
 - 19.10 Assist the teacher in supervising students during assemblies and group field trips.
 - 19.11 Be assigned record keeping or data gathering.
 - 19.12 Facilitate the appropriate inclusion of students with special needs in regular classes as outlined in the IPP.
 - 19.13 Be involved in team meetings regarding a specific student and communicate with team members on an ongoing basis.
 - 19.14 Work under indirect teacher supervision with individuals and small groups of students.
20. The educational assistant will not:
 - 20.1 Substitute for teachers or have responsibility for a whole class.
 - 20.2 Operate without teacher direction.
 - 20.3 Decide what concepts or skills to be taught.
 - 20.4 Designing student programs/curriculum.
 - 20.5 Be responsible for student diagnosis, evaluation or reporting.
 - 20.6 Break confidentiality by talking about the student's needs, behaviour or learning to other staff who are not direct members of the student's team.
 - 20.7 Write the IPP.
 - 20.8 Arranging and supervising class field trips (but may assist).
 - 20.9 Take student out of the class or school without permission or knowledge of the teacher and/or case manager.
 - 20.10 Communicate on their own accord with parents about behavioural/ educational issues.

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20.11 Write in communication books without the note being signed off by the teacher or case manager.

References:

CAPE charter

CAPE Non-Certificated Staff Code of Professional Conduct

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