

# Employment as an Educational Assistant

The Educational Assistant works under the supervision and direction of the student's classroom teacher(s), resource teacher, principal and/or other professional staff. Educational Assistants are employed by school districts to support the inclusion and the special education goals of students who have been deemed exceptional according to the Education Act.

Educational Assistants have become valuable members of the educational support staff for students with special academic, physical and/or behavioral needs. Often the support provided by an Educational Assistant is the essential component in the successful inclusion of special needs students.

Hours worked vary from 3-6 per day and starting and ending times vary according to the school and the student's needs.

## **Permanent Educational Assistants**

- Permanent Educational Assistants are members of the Canadian Union of Public Employees – Local 2745.
- Vacancies are posted as per the Collective Agreement.
- Screened candidates will participate in an interview with a District Selection Team.
- Successful candidates will be notified by phone, then by letter within a 2-week period following the interviews.

## **Casual Educational Assistants**

- As the need arises, all Casual Educational Assistant (C.E.A.) applications are screened by a district team.
- Only the highest-ranking applications of all the submissions are selected for further processing.
- Successful candidates' names go on a Supply database.
- The C.E.A. database is renewed annually in August and is updated regularly throughout the school year.
- C.E.A.'s can be called either on a day to day basis or for short to long term positions depending on the need.
- C.E.A.'s are used to replace absent (permanent) Educational Assistants or in a newly identified position until that position has been properly advertised.
- C.E.A.'s may select designated school areas where they want to work. This will be indicated on the database.
- C.E.A.'s may apply for any newly identified internal/external E.A. positions that are advertised to the

general public in the newspaper or online. C.E.A.'s do have job rights over the public applicants.

## **Criteria**

- The minimum criteria is one year post-secondary training and experience in a related field.
- Diplomas or Certificates obtained via on-line institutions are NOT accepted as post-secondary training.
- Examples of related fields are programs or degrees in Early Childhood, Youth Care, Human Services, Educational Assistants, etc. Courses are offered through community colleges, institutes, and universities.
- Examples of related experience are jobs in Youth Care, Group Homes, Support Services, Relief Care, Supported Employment, or Training Centres.
- Candidates who have not worked in a related field of study but possess other post-secondary programming may be required to complete academic testing.
- Selected candidates must successfully pass Personal and Criminal Reference Checks and Policy 701 Student Protection Policy Training before being hired or added to the database.
- Must be knowledgeable about and abide by the Department of Education's Educational Assistant Guidelines for Standards and Evaluations.
- Only programs from recognized post-secondary institutions will be accepted.

## **Application Process**

- Must submit résumé and complete an application for each advertised position.
- Applications can be obtained on the ASD-N website or from the Receptionist at the School District Anglophone North School District Office.