

*MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"*

SECTION 500 – Personnel and Employee Relations

**ADMINISTRATIVE PROCEDURE: EDUCATIONAL ASSISTANT
PLACEMENT**

<i>PROCEDURE CODE:</i>	<i>524 AP 002</i>
Policy Reference: 524 - Support Staff Training, Development and Evaluation	

PROCEDURE

1. Educational Assistants should be placed in positions based on the following priorities to be established by the teacher, principal, and School Division personnel:
 - 1.1. the needs of the children;
 - 1.2. the needs of the school/program;
 - 1.3. skills/talents of the Educational Assistant - educational training (formal/informal);
 - 1.4. flexibility, ability to adapt and learn;
 - 1.5. seniority.
2. The placement procedure for Educational Assistants will follow the following timelines:
 - 2.1. End of March
 - 2.1.1. a declaration of open positions is made by EA's - i.e. not going to continue present position, wish to transfer to another school.
 - 2.1.2. program/school needs are identified by teachers/programs/ schools/Division – clear job descriptions.
 - 2.2. First week of June
 - 2.2.1. Division advertises open positions;
 - 2.2.2. EA's apply for open positions;
 - 2.2.3. interviews with school admin/parents/program coordinators.
 - 2.3. By end of June
 - 2.3.1. the placement process will begin.
 - 2.4. September 1-15
 - 2.4.1. reassess needs;
 - 2.4.2. review again;

2.4.3. interview process.

3. Educational Assistants who have continuing employment and who have been providing satisfactory service will be given first consideration for placement if or when their current assignment is discontinued.
4. Only those Educational Assistants who have made a declaration (that is, have shown a willingness to transfer or look for a change should a change be available) will be able to make application for new positions. They will not lose their present position if a suitable transfer is not found.
5. A principal may request that an Educational Assistant be transferred to a more appropriate position.

Approved: May 17, 2005

Revised: January 9, 2017

