

Administrative Procedure 420 – Appendix A

Appendix A - PRINCIPLES TO GUIDE TEACHERS SUPERVISING SCHOOL SUPPORT STAFF: EDUCATION ASSISTANTS, BEAUTY CULTURE TECHNICIAN, TRADE SHOP TECHNICIAN, TRANSLITERATOR, LPN AND THERAPY ASSISTANT

Statement of Principle

The best possible education for students will be the primary consideration in the deployment of school support staff.

Statement of Belief

The quality of education a teacher provides to students can be enhanced through the supportive services of school support staff.

Definitions

School support staff means (for the purpose of this AP) Education Assistants, Beauty Culture Technicians, Trade Shop Technicians, Transliterators, Licensed Practical Nurses (LPN) and Therapy Assistants employed to help a teacher in achieving the learning outcomes of the Alberta Program of Studies and approved educational objectives.

Teacher means an individual who holds a certificate of qualification as a teacher and who is employed to teach by a school board.

Supervision means the ongoing process of directing the activities and monitoring the implementation of a pre-determined course of action with specific outcomes.

Guidelines

1. The teacher at all times remains responsible for the instruction of students and fostering of students' learning.
2. The teacher is responsible for the diagnosis of educational needs, the design of appropriate instruction and programs, the evaluation of students' progress, and the communication and reporting of students' progress to students, parents and the Board.
3. The teacher may utilize the services of school support staff in assisting the teacher to fulfill his/her responsibilities. For example, a teacher may assign school support staff to prepare classroom materials or to provide students with assistance in the application of concepts included in the relevant program(s) of studies.

4. The teacher is responsible for the direction and day-to-day supervision of school support staff.
5. The teacher must ensure that school support staff carry out their roles and responsibilities in a manner consistent with approved programs of studies and the maintenance of student safety and well-being. The teacher may find it beneficial to involve school support staff in the collaborative writing process of student Individual Program Plans.
6. The Principal, in consultation with supervising staff, is responsible for the evaluation of the school support staff.
7. This Appendix will be shared with all staff at the first or second staff meeting of each new school year.