

Sept 13/11 - for posting – [www.cupe997.ca](http://www.cupe997.ca) – Member Resources - Educational Assistants Information

On September 12<sup>th</sup>, via TLDSB's First Class, including Conference Sites, the following Memo from Shelley Woon, **Superintendent of Special Education and Safe Schools** was forwarded to Educational Assistants, Teachers & ECEs and copied to Elementary and Secondary Principals and Special Education Departments regarding the 7 Hr Work Day for Educational Assistants:

“With the increase in the length of the EA workday we anticipate a number of positive outcomes for students throughout our system. Over the next few months we will learn from each other the varied ways that this additional time will enhance the support we provide to all students. In October information will be gathered from schools as to how the extended work day of Educational Assistants is being utilized in meaningful ways.

In the Spring of last year the list below was provided to schools to support the scheduling/planning process for fall start up. The following lists cover a variety of work that can be completed by Educational Assistants during the additional time beyond the instructional day that will be available as a result of the seven (7) hour day:

#### **Transportation**

- ✓ Supporting students with special need during travel to and from school (as arranged by the Specialized Services and Transportation Dept.)

#### **Data Collection**

- ✓ Debriefing data to support development of IEPs;
- ✓ Documenting the activities of the day for particular students (could be a scrapbook, journal, and could include photos of work done during the day);
- ✓ Charting (i.e. behaviour logs), data tracking;
- ✓ Data entry for students with special needs; and
- ✓ Collection of data for alternate programs.

#### **Direct Support**

- ✓ Co-op programs – and accompaniment to, during and return;
- ✓ Support for end of day transitions where appropriate;
- ✓ Executive functioning support for kids – organization at beginning or end of day, homework club;
- ✓ Extra-curricular support for students with special needs. **NOTE:** Not to run extra activities for the school;
- ✓ Supervision before/after school – bus/taxi;
- ✓ Lunch support – life skills activities at lunch (i.e. board games, photo club, drop-in room); and
- ✓ Bus supervision – riding the bus to and from school with students with special needs.

### **Indirect Support**

- ✓ Preparing work for students with special needs (i.e. board maker, laminating, printing, copying) under the direction of the teacher;
- ✓ Technology support;
- ✓ Software management on computers;
- ✓ Scanning using Kurzweil; and
- ✓ Inventory of personal care items/checking of equipment (maintaining logs).

### **Team Support/Communication**

- ✓ Attend staff meetings;
- ✓ Mentoring;
- ✓ Attend School Team Case Conferences – before/after school (where the Principal deems it appropriate);
- ✓ Training (i.e. practicing/reviewing BMS, lifting, First Aid strategies);
- ✓ Promoting skill development (i.e. on-line learning through video tutorials);
- ✓ Ongoing communication with teaching and ECE staff (dependent on availability); and
- ✓ Access Board emails and conference sites on a daily basis for work-related issues.

This does not mean school administrators are limited to these suggestions, but it is understood that the tasks assigned to the Educational Assistant must be scheduled and meaningfully supportive of student needs.

**Unlike the last three years, the additional time cannot be banked one day to extend another work day.**

Thank you for your assistance in ensuring that the additional time enhances the learning and safety of our students.”