

1. Support Staff

Job descriptions of support staff shall be developed and kept on file by the appropriate Supervisor. A copy will be filed with Employee Services.

2. Program Assistants

Program Assistants in the Division will be assigned by the school administration with the understanding that the applicable teacher will assign and be responsible for in-class assignments which involve working with students. Program Assistants are accountable to their immediate supervisor for implementing the activities delegated to them. The School Principal shall set out the regulations regarding the roles and responsibilities of Program Assistants.

Program Assistants will not be responsible for the diagnosis of student learning needs, program planning to meet these needs, or the evaluation of student progress although they may have input, at the request of the teacher, into each of these areas. In some cases the input of the Program Assistant is vital to proper program planning for the student.

3. Adult Supervisors

School Principals may employ persons to supervise pupils in the absence of the regular teacher when the services of a certificated (Alberta certificate currently valid) teacher are not available. Adult supervisors will not be required to perform those specific professional duties ordinarily assigned to certificated teachers.