

The teacher is responsible for diagnosing educational needs, prescribing instructional programs and evaluating progress of pupils. The teacher may delegate specific and limited aspects of instructional activity to program assistants.

Program Assistants accept the responsibility to adhere to the highest ethical standards and are obligated to accept the following responsibilities.

Commitment to the Students and Staff:

1. **Program Assistants** are responsible for maintaining confidentiality. Program Assistants should never disclose information about children, parents, or professionals that they may be privy to through school activities, unless disclosure serves a compelling professional purpose or is required by law.
2. **Program Assistants** have the responsibility to facilitate the development of self-esteem in all students and to promote positive interaction between all students.
3. **Program Assistants** have the responsibility to collaborate with the teacher, to provide learning opportunities designed to actualize the potential of the students they are assigned to work with.
4. **Program Assistants** have the responsibility to treat all students, parents, and staff with dignity and respect without prejudice as to race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, ancestry, place of origin, marital status, source of income, family status or sexual orientation of that person or class of persons or of any other person or class of persons, in accordance with Section 4 of the *Alberta Human Rights Act* (2000).
5. **Program Assistants** are required by law to report any signs of child abuse. If a program assistant has reason to suspect abuse, they need to report their suspicion to Child Intervention Services. Neglecting this responsibility is illegal, as a child's well-being may be endangered and this would be considered a contribution to the recurrence of abuse. It is not up to the reporter to evaluate the evidence. They are then encouraged to share the fact they have made this report with their cooperating teacher.
6. **Program Assistants** have the responsibility to maintain effective working relationships with staff, students, parents, and administrators within the educational setting.
7. **Program Assistants** are responsible for becoming familiar with general school/classroom rules and procedures in order to provide a positive role model to the students and support the school/classroom discipline policy.
8. **Program Assistants** have the responsibility to use appropriate judgement in resolving problems according to established school policies and procedures.

9. **Program Assistants** have the responsibility to take direction from teachers and to assist teachers in the classroom setting by reinforcing teaching methods and supporting the education process as outlined by the teachers.
10. **Program Assistants** have the responsibility to support the teachers they work with so as not to undermine the authority of the teacher.

Commitment to the Position:

1. **Program Assistants** have the responsibility to address work related problems they may be experiencing (in a professional manner) with their supervising teacher.
2. **Program Assistants** have the responsibility to review in consultation with their cooperating teacher their own level of competence and effectiveness to keep their educational skills and practices current.
3. **Program Assistants** are expected to adapt to changes in classroom assignments.
4. **Program Assistants** have the responsibility to act in a manner which maintains the dignity and integrity of the profession.
5. **Program Assistants** have a responsibility to redirect questions related to the student's academic progress from parents and guardians back to the teacher.
6. **Program Assistants** must observe the Copyright Act and guidelines delineating use of photocopied material.
7. **Program Assistants** have the responsibility to utilize the Internet as an appropriate learning tool for the purposes of education-related research and to monitor that students are doing the same.

Reference

[Alberta Human Rights Act \(2000\)](#)
[Copyright Act, Frequently Asked Questions about Copyright for Non-Print material: Educational](#)
[Policy 19 Welcoming, Caring, Respectful, and Safe Environments](#)
[AP 20-20 Discrimination and Harassment](#)
[AP 40-24 Professional Development](#)
[AP 40-47 Employee Code of Conduct](#)
[AP 50-17 Student Health and Safety](#)