

TEACHER AIDE EMPLOYMENT FOR CHILDREN WITH SPECIAL NEEDS POLICY

RATIONALE

Teacher aides are employed through external funding agencies and under the conditions of the Support Staff in School Collective Employment Contract.

PURPOSE

This policy is to determine how the teacher aides are employed outside the conditions covered under the collective agreement.

Section 2.6.1 Support Staff in Schools Collective Employment Contract

A fixed term employee under 2.3.3 (1) (b) whose position is funded by an external funding agency other than the Ministry of Education may have their hours or weeks of work varied at the completion of each three month period from the date of appointment where that funding is varied by the external agency. No hours shall be reduced under this provision before a reduction in funding by the external agency takes effect. Notice is provided to the employee of the variation as soon as this is known by the employer.

GUIDELINES

1. Teacher aides will be notified of their employment by letter on a year to year basis. This letter should contain information regarding their employment terms with this policy attached. This letter should be sent as soon as the next year's hours are known.
2. In the event of a child leaving or hours being reduced, all teacher aides will be asked if they wish to reduce hours. If an agreement cannot be reached on this matter, then a decision will be made using the following criteria:
 - The needs of the children
 - The skills/qualifications of the teacher aides
 - Length of time of service
3. If hours are increased within the school then they will be offered to the current Teacher Aides first.
4. Teacher aides will meet with the Deputy Principal at the beginning of Term 1 and at the end of every term. Other meetings will be held as required.
5. Teacher aides will be entitled to training.
6. Teacher aides carry out remedial or developmental activities relevant to children's needs as directed by the qualified person in charge.
7. Each teacher aide will have an annual appraisal which takes place at the beginning of Term 2.

CONCLUSION

The value and contribution to our school by teacher aides is recognised, managed and supported by the provisions of this policy.

Initiated: August 1997

Ratified: August 2008

Reviewed: Oct. 2002, Oct. 2005
August 2008

