

Title	EDUCATIONAL ASSISTANT STAFFING ALLOCATIONS	Independent Procedure No.	9026
Department	LEARNING SUPPORT SERVICES		
Resource(s)		Effective Date	2001 April 9

1.0 Purpose

This procedure provides the process for the allocation of Educational Assistants. In accordance with the Ministry of Education funding regulations, through the budget process, the Director of Education along with the Associate Directors, Learning Support Services and Operational Support Services, establishes the total number of Educational Assistants available for distribution throughout the District. All Educational Assistants assigned to individual schools, system programs, congregated special education programs, are allocated from the total number of educational assistants available.

2.0 Procedures for Distribution of Educational Assistants

- 2.1 A reserve of Educational Assistants consistent with the funding formula is placed for distribution by Administrative Council in September.
- 2.2 Educational Assistant allocations for programs as outlined in the Thames Valley DSB Special Education Plan, EAs in the role of transcribers or interpreters, EAs assigned to itinerant system programs, and special classes are allocated by Learning Support Services - Special Education from the total number of educational assistants available to the District.
- 2.3 An annual school profile is developed for every school within the District that indicates the number and names of students, and their placement that are projected for the following September.
- 2.4 The Learning Coordinators, Special Education and the Learning Supervisor, Special Education Programs and Services, in consultation with the Superintendents of Student Achievement, review the projected profiles and prepare recommendations for the potential Educational Assistant school allocations based upon circumstances at each school. Criteria includes individual student needs, student=s placement, other resources available to the school regarding total number of Educational Assistants allocated to the school.
- 2.5 Draft recommendations pertaining to the EA allocations for schools and system are reviewed by Administrative Council and final recommendations are submitted to Human Resources in compliance with CUPE 4222C Collective Agreement.
- 2.6 The Learning Coordinator, Special Education and the Learning Supervisor, Special Education, review all schools where-circumstances have changed.

Administered By:	ASSOCIATE DIRECTOR OF LEARNING SUPPORT SERVICES
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- 2.7 Throughout the school year changing circumstances at schools caused by students with intensive needs moving in or out of school areas may require that Educational Assistant allocations be revised. Such changes will be communicated to the school principal by the Learning Supervisor, Special Education.