

**HIRING PERSONS WITH A TEACHING CERTIFICATE FOR  
THE POSITION OF EDUCATIONAL ASSISTANT**

**Background**

There is a need to clarify roles, particularly when certificated personnel fulfill roles not requiring certification.

**Procedures**

1. The role description for educational assistants outlines the activities or duties that the educational assistant can be/is to be involved in, and also indicates the professional teaching responsibilities that the teacher must not delegate.
2. Educational assistants must sign an agreement that indicates the assigned responsibilities and the name(s) of the supervising teacher(s).
3. Persons with teaching certificates are eligible to be hired as educational assistants but will be paid according to the support staff grid and not as a teacher.

References: Sections 60, 61, 113, *School Act*

Adopted: June 2011  
Amended:  
Due for Review: