

ROLE OF EDUCATIONAL ASSISTANT LEAD

Background

Guided by the High Prairie School Division's (HPSD's) vision, mission, and core values, the Educational Assistant Lead will train, provide professional development and coach current and future Educational Assistants. The Educational Assistant Lead will assist the Assistant Superintendent, Human Resources in fulfilling the general and specific aspects of the role description for the Superintendent as defined in the Education Act, and Board policy.

The Educational Assistant Lead is directly responsible and accountable to the Assistant Superintendent, Human Resources.

Procedures

The Educational Assistant Lead will have specific responsibilities for:

1. Student Learning

- 1.1. Provides leadership to meet student needs within the HPSD Educational Assistant initiative.
- 1.2. Ensures the effective implementation of the HPSD Educational Assistant curriculum.
- 1.3. Ensures appropriate Educational Assistant programming is in place for diverse learners.
- 1.4. Coordinates Educational Assistant program reviews and evaluations as requested.
- 1.5. Ensures accountability for achievement of approved Educational Assistant learning outcomes.
- 1.6. Provides leadership and strategies to enhance student assessment within the HPSD.

2. Student Wellness

- 2.1. Provides support to ensure that each student is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.
- 2.2. Develops and maintains positive and effective relations with provincial government departments and regional/community agencies which provide services/supports to students.

3. Human Resources Management

- 3.1. Provides ongoing support and professional development to Educational Assistants in the delivery of programs and courses within the HPSD.
- 3.2. Works with new Educational Assistants to provide training and mentorship throughout the transition period.
- 3.3. Works with all principals to promote strategic actions for careers respective Educational Assistants programming.

4. Fiscal Responsibility

- 4.1. Develops a budget within the parameters and constraints of the HPSD budget.
- 4.2. Maintains financial records and balances.
- 4.3. Operates in a fiscally prudent and responsible manner.

5. Policy/Administrative Procedures

- 5.1. Assists the Assistant Superintendent in the planning, development, implementation, and evaluation of Board policy within areas of responsibility.
- 5.2. Provides leadership in the planning, development, implementation and evaluation of administrative procedures within areas of responsibility.
- 5.3. Ensures application of Board policy and administrative procedures as required in the performance of duties.

6. Organizational Management

- 6.1. Within areas of responsibility, demonstrates effective organizational skills resulting in compliance with all legal, Ministerial and Board mandates and timelines and adherence to Superintendent directives.

- 6.2. Contributes to an HPSD culture which facilitates positive results, effectively handles emergencies and deals with crisis situations in a team-oriented, collaborative and cohesive fashion.

7. Communications and Community Relations

- 7.1. Takes appropriate actions to ensure open, transparent internal and external communications are developed and maintained in areas of responsibility.
- 7.2. Ensures staff and parents have an acceptable level of satisfaction with the services provided.
- 7.3. Liaises with principals, Central Services leadership and external personnel as appropriate to guide and assist program participants.
- 7.4. Develops a weekly community of practice sessions for all program participants.

8. Assistant Superintendent Relations

- 8.1. Establishes and maintain positive, professional working relations with the Assistant Superintendent.
- 8.2. Provides information which the Assistant Superintendent requires to perform their role in an exemplary fashion.
- 8.3. Serves on such committees as determined by the Assistant Superintendent.

9. Leadership Practices

- 9.1. Practices leadership in a manner that is viewed positively and has the support of those with whom they work in carrying out the Assistant Superintendent's expectations.
- 9.2. Exhibits a high level of personal, professional and organizational integrity.

HPSD Appendices

Appendix 451-3A - Performance Assessment Guide (PAG) for Educational Assistant Lead

References

Education Act Sections 33, 52, 53, 68, 204, 222, 225
Employment Standards Code
Freedom of Information and Protection of Privacy Act
Labour Relations Code
Occupational Health and Safety Act

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Reviewed: