

Do's and Don'ts for Educational Assistants

Educational Assistant MAY	Educational Assistant MAYNOT
Be temporarily left alone to supervise the classroom.	Substitute for teachers or have responsibility for a whole class.
Work under indirect teacher/LSS teacher supervision with individuals and small groups of students.	Operate without teacher direction.
Have specific instructional and behaviour management responsibility for students as outlined in the IEP.	Decide what concepts or skills to be taught. Be given responsibility for designing student programs/curriculum
Be involved in team meetings regarding a specific student and communicate with team members on an ongoing basis.	Be responsible for student diagnosis, evaluation or reporting. Break confidentiality by talking about the student's needs, behaviour or learning to other staff who are not direct members of the student's team.
Facilitate the appropriate inclusion of students with special needs in regular classes as outlined in the IEP.	Be given sole responsibility for the inclusion of a student.
Be assigned record keeping or data gathering relevant to the students IEP.	Be given sole responsibility of writing the IEP
Assist the teacher in supervising students during assemblies and group field trips	Take responsibility for arranging and supervising class field trips.
Transport and accompany students for community based instruction as described in the IEP and as covered by the school district Field Trip Administrator Procedure 308. An EA may agree to transport a student but cannot be required to do so.	Take student out of the class or school without permission or knowledge of the teacher and/or case manager
Communicate to parents in general, polite terms or as specifically directed by the Case Manager/Principal/ or teacher.	Communicate on their own accord with parents about behavioural/educational issues. Write in communication books without the note being signed off by the teacher or case manager.

(Adapted from SD 23 CEA handbook)

