



Duties and Remuneration

1. Duties of Educational Assistants:

Duties for classroom teacher assistants may include some the following under the direction of a designated teacher and principal.

- To make telephone calls as requested by teacher;
- To set up audio-visual materials/equipment;
- To prepare teaching aids and materials as directed by the teacher;
- To maintain class records, charts, files as directed;
- To record on charts or graphs student progress, e.g. spelling chart, scores from precision drills, etc.;
- To prepare arts and crafts materials as directed by the teacher
- By using teacher-planned drill devices (e.g. math facts, word drills) help students individually or in small groups to consolidate previously taught skills;
- To assist the teacher in supervising students when completing assignments or when correcting assignments;
- To listen to oral reading;
- To act as a student scribe for students who require this assistance.
- To assist the teacher in reinforcing classroom routines which the teacher has established;
- To assist with pupil supervision on field trips;
- To coach/tutor individual students as directed;
- To assist physically disabled students as directed;
- To assist with the supervision of the loading/unloading of buses;
- To perform such other duties as may be assigned by principal or teacher.

2. Remuneration:

2.1. This person will be paid according to the schedule below.

Years of Experience	Based upon same percentage of grid that teachers are one
0	\$14.03 per hour
1	+3%
2	+3%
3	+3% max

2.2. One year of experience based on 26.5 hours/week for 40 weeks. The base rate is increased each year the same percentage at the teacher's contracts.

2.3. Benefits:

2.3.1. Christian Schools International Benefit Plan is available. Benefits include dental, prescription, disability, and more. Participation in the Christian Schools International Pension Plan, into which both the employer and employee pay 6%, is available (if qualified).



Benefits are 100% Board paid for those who work 90% or more. Those who otherwise qualify, pay a prorated percentage.

2.3.2. *Public Holidays*

Ontario has nine paid public holidays:

- a. New Year's Day
- b. Family Day
- c. Good Friday
- d. Victoria Day
- e. Canada Day
- f. Labour Day
- g. Thanksgiving Day
- h. Christmas Day
- i. Boxing Day (December 26th)

Refer to the Employment Standards Act, 2000 and your Guide to the Employment Standards Act, 2001, for information regarding qualifications for paid public holidays.

2.3.3. *Vacation Pay*

Separate vacation pay is only for employees paid hourly wages. Employees on annual salaries continue to receive their salary during their vacation.

Refer to the Employment Standards Act, 2000 and your Guide to the Employment Standards Act, 2001, for information regarding vacation time.

2.3.4. *Pregnancy and Parental Leave*

Refer to the Employment Standards Act, 2000 and your Guide to the Employment Standards Act, 2001, for information regarding pregnancy and parental leave. <http://www.gov.on.ca/LAB/english/es/>.

2.3.5 *Other*

1. Attend all TBCS Membership meetings
2. Become a member of TBCS
3. Be willing to be involved in extra-curricular activities
4. Follow Schedule H – Lifestyle Police for Teachers



Name of Educational Assistant: _____

Evaluation completed by: _____ Date: _____

Poor (1) Satisfactory (2) Good (3) Excellent (4)

Spiritual/Character	1	2	3	4
Demonstrates a servant-like, godly character. Exhibits scriptural qualities of character such as forgiving, kindness, longsuffering, etc.				
Applies Scriptural principles:				
• to help students develop personal habits and attitudes.				
• to personal relationships with students.				
• to discipline students with firmness and love.				

Work Ethic	1	2	3	4
Familiar with job duties and expectations				
Possesses the knowledge and expertise to carry out the job duties and expectations.				
Engages in the work with interest and enthusiasm.				
Takes initiative and requires a minimum amount of supervision.				
Displays self-discipline and perseverance in following through on projects.				
Maintains a high level of personal productivity and is thorough and accurate.				
Works well under pressure of deadlines and heavy work loads.				
Gives and receives feedback appropriately.				

Team Work	1	2	3	4
Develops a good working relationship with other staff.				
Contributes actively to classroom goals and activities.				
Diligently keeps the lines of communication open with other team members.				



Planning and Preparation	1	2	3	4
Listens, understands, and evaluates information and instructions.				
Is aware of resources available in the school.				
Prioritizes activities, tasks, and problems by weighing their importance and urgency.				
Manages time well and meets deadlines.				
Anticipates and prepares for changing conditions; adjusts to changes in workload/assignments.				

Teaching-Learning/Instructional Environment	1	2	3	4
Expresses self orally in a clear and effective manner.				
Gives clear direction to students.				
Handles discipline problems appropriately.				
Interacts with students in a warm, caring, and respectful manner.				
Encourages students to interact with others in a warm, caring, and respectful manner.				
Encourages students to take pride in their work.				

COMMENTS:

Employee confirmation:

Yes, I have received the evaluation and been provided with an opportunity to meet and discuss it with the evaluator.

Signed: _____