

## Getting Started: Educational Assistant Checklist

As a new or experienced assistant, it is best practice to learn or refresh important information at the beginning of each school year. This checklist is provided as a starting point, outlining some of the general steps to refresh or get you started. Your administrator will go over pertinent school information with you. Your learning support teacher, and classroom teachers will also support you and help you become familiar with classroom and school routines. Have a great year!

### **Division**

- Professional Learning Day (*Please share the date*)
- Professional Growth Plan Expectations (*see policy GDM*)
- Evaluation Process (*see policy GDN*)
- OHS Training
- Access to paystubs/personal days (CUPE Collective Agreement)
- Location of CUPE agreement - on website
- EA Roles and Responsibilities (found on Intranet/Inclusive Education/FORMS)
- Documentation (*found on Intranet/Inclusive Education/FORMS*)
  - ★ Physical Intervention Report
  - ★ Incident Report
- Early Learning PUF Assigned (*Supervisor of Early Learning will provide information*)

### **School**

- School bell/break times
- Rules and routines around the school
- Fire-drill procedures, lockdown procedures, emergency school closures
- Communication (Messages, Mailboxes, etc.)
- Supervision expectations
- PD processes and opportunities
- Confidentiality regarding student/staffroom issues
- Time Sheets, absences, etc.

### **Classroom**

- Classroom schedules
- Routines in the class
- Individual student profile, program plan
- Expectations for assisting with:
  - ★ Specific students
  - ★ All students within the class
  - ★ Classroom management
  - ★ Communication with parents
  - ★ Documentation
- Any medical concerns in the class