

ADMINISTRATIVE PROCEDURE

Personnel and Employee Relations

Educational Assistant Transfers

PER #25

Reviewed: October 2024

Background

Educational Assistants (EAs) play a valuable role in supporting the special educational needs of the students they serve. Some EAs also receive special training specific to the students requiring this type of support (e.g. braille training for a blind student).

To ensure that the educational opportunities of students are not compromised, the Board of Trustees of Christ The Redeemer Catholic School Division (Board) may find it necessary to transfer an EA with the specific knowledge, skills and attributes to the school the student transfers to. This might take place when the family moves or when the student moves from elementary to junior high and then on to senior high.

Procedures

1. Once such a student transfers, the EA will be notified that they may be transferred.
2. This transfer will be within an appropriate geographic area; that is, within the existing community or a community nearby (e.g. High River and Okotoks).
3. EAs have the right to appeal the transfer to the Superintendent or designate.