



[www.srsd119.ca](http://www.srsd119.ca)

**Educational Associate Handbook:  
General Information and Guidelines**

Revised June 2014

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**Education Centre**  
545 – 11<sup>th</sup> Street East • Prince Albert, SK • S6V 1B1  
Phone: (306) 764-1571 Fax: (306) 763-4460  
Toll Free Phone: 1-888-764-1571  
Robert Bratvold, Director of Education

Welcome to the exciting and rewarding opportunity to work as an Educational Associate (EA) with Saskatchewan Rivers Public School Division. Your commitment to this task will help us ensure our students are able to succeed to their maximum potential.

As an employee, you will be faced with many challenging but rewarding assignments. As a beginning EA you will be required to learn to have a high level of confidence and commitment. Over time, your confidence and comfort levels will increase.

You must, at the same time, keep in mind you are not alone in your daily pursuit of student care and assistance with student learning. You should always feel comfortable in asking for assistance and direction. Administration, Classroom teachers, Education Support Teachers and/or other Educational Assistants should be able to provide you with the direction and reassurance you need.

We are asking you to help each student, so your willingness to engage with each student is important. We welcome you to Saskatchewan Rivers Public School Division in what we hope will be an exciting and fulfilling career.

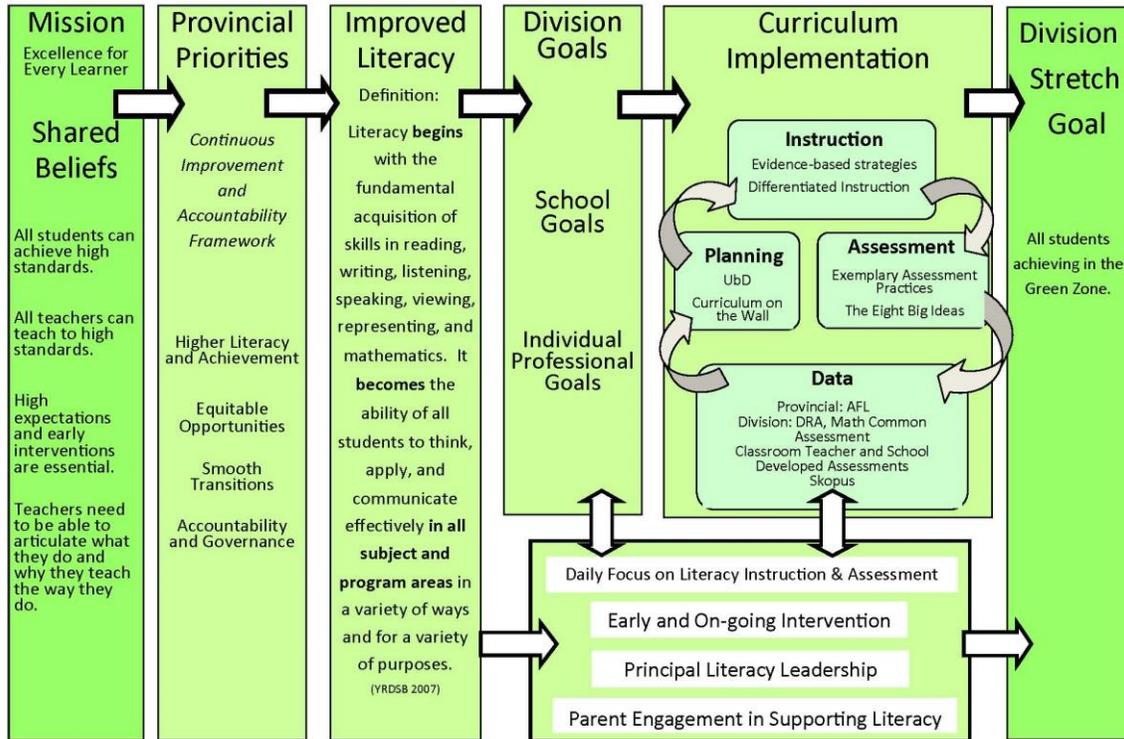
Please find in this document some general information to assist you in being successful as an Educational Associate. Your contribution is invaluable to the success of the students you work with.



Neil Finch  
Superintendent of Schools  
Saskatchewan Rivers Public School Division



## Saskatchewan Rivers Public School Division's Commitment to Student Achievement



## **Saskatchewan Rivers Public School Division Mission Statement**

*The mission of the Saskatchewan Rivers Public School Division is to strive for excellence in education and to seek to maximize each child's unique learning ability*

### **SASKATCHEWAN RIVERS SCHOOL DIVISION EMBRACES THE FOLLOWING VALUES AND BELIEFS:**

- Everyone is a Learner;
- Excellence for Every Learner;
- Lifelong and Continuous Learning;
- Health, Safety and Wellness;
- Accountability, Honesty, Integrity and Respect;
- A Positive, Healthy and Enjoyable Work and Learning Environment;
- An inclusive and diverse workforce and student population.

Saskatchewan Rivers Public School Division Employees are expected to be exemplary role models at all times.

### **Education Center Office Staff**

Saskatchewan River's Public School Division office is located at:

545- 11<sup>th</sup> Street East

Prince Albert, SK S6V 7P9

Telephone: (306) 764-1571

Fax: (306) 763-4460

Website: [www.srsd119.ca](http://www.srsd119.ca)

- **Neil Finch**- Superintendent of Schools
- **Jamie Henry** – Manager of Human Resources
- **Dianne Birkeland**- Administrative Assistant, Human Resources Department- support staff
- **Barb Margeson**- Payroll Clerk (Permanent and temporary Educational Associates)
- **Jasmine Robertson**- Payroll Clerk (Substitute Educational Associates)
- **Sandy Gessner** - Benefits

## EDUCATIONAL ASSOCIATE (EA)

### **1. Role**

Under the direct supervision of the principal, a Student Support Services Educational Associate (EA) is assigned to a classroom to work with students who require intensive supports. In collaboration with the Educational Support Teacher, classroom teacher and other professionals, the EA assists students in achieving the highest levels of independence possible. Daily routines, personal care, academic, behavioural, and social domains are areas of proficiency that an EA assists a student in achieving. It is common that there is more than one student who requires intensive supports in a classroom. Under the direction of professional staff, the Educational Associate may also have a partnership role in collaborating with parents and the community.

### **2. DUTIES AND RESPONSIBILITIES**

Under the direct supervision of the principal and in collaboration of other professional staff, Educational Associates work directly with students individually or in small groups. Duties are assigned by the principal **Comply with any and all applicable Board Policies, guidelines and practices, and legislation and regulatory requirements.** Responsibilities include, but are not limited to, the following:

#### **I. Assist with the Student Learning Program**

- Assist students to achieve the outcomes identified in the Inclusion and Intervention Plan (IIP);
- Assist students with knowledge and skill acquisition and the transfer of those skills and knowledge to real world situations;
- Participate in collaborative team meetings for students;
- Assist in the development and implementation of strategies to foster appropriate behavior and support change of inappropriate behaviours;
- Assist in welcoming new students to the school;
- Engage in self-initiated or recommended professional/personal learning as it relates to various roles in supporting student learning, programming, school initiatives and well-being; and
- Engage and interact with students and colleagues in a positive professional manner.

#### **II. Supervision and Personal Care**

- Supervise students in all locations in which their learning program occurs in a variety of settings and locations in the school and school community;
- Assist students with mobility;
- Assist students with snacks, meals and feeding requirements; and
- Assist students with personal care needs which include, but are not limited to, tube feeding and toileting procedures;
- Prepare healthy and nutritious meals and/or snacks.

### **III. Communication and Collaboration**

With the guidance and upon the request of the teacher and/or principal:

- Collaborate with parents and other professionals engaged in student learning programs;
- Observe and discuss the progress of students with the appropriate teachers; and
- Participate in home visits.

### **IV. Transportation**

- Transport students to and from school;
- Assist in securing students on the school bus and accompany them on the bus when required; and
- Transport students to school-based activities in the community.

### **V. School Community Leadership**

- Participate in developing the school Learning Improvement Plan (LIP) and support the process for ongoing renewal of the LIP.

## **3. QUALIFICATIONS**

### **EDUCATION, TRAINING & EXPERIENCE:**

- ⇒ Successful completion of Grade 12;
- ⇒ Experience in the delivery of human services. (Human Services in this context refers to social work, health care, justice, counselling and community development).
- ⇒ One of the following:
  - A one-year post-secondary Educational Associate certificate;
  - A two year Early Childhood Education Diploma;
  - A two year Youth Care Worker Diploma;
  - An equivalent post-secondary education to the above mentioned certificates and diploma programs, from a recognized institution as approved by the Board of Education.

### **RECOMMENDED LICENCES & COURSES WHICH WOULD BE AN ASSET:**

- ⇒ Valid driver's licence.
- ⇒ First Aid/CPR.
- ⇒ Food Safe Course.

### **KNOWLEDGE, SKILLS & ABILITIES:**

- I. Knowledge of and ability to operate within Board policies and procedures.
- II. Ability to supervise learning and school-related activities in a variety of settings and locations.
- III. Demonstrated knowledge and skill in the use of standard techniques required for lifting, moving, and securing.
- IV. Demonstrate a high regard for all children and youth that honours diversity.

**KNOWLEDGE, SKILLS & ABILITIES (Continued):**

- V. Ability to assist students in the development of:
  - Basic life skills including dressing, feeding, and personal care;
  - Gross and fine motor skills;
  - Communication skills;
  - Behaviour management strategies; and
  - Skills that foster successful student engagement and inspire completion of learning activities, assignments, and assessment activities.
- VI. Ability to maintain a positive, encouraging, supportive approach when interacting with all students, consistent with the belief that we can help all children learn.
- VII. Ability to plan and organize activities.
- VIII. Ability to maintain accurate records and documentation and provide recommendations to the supervisor.
- IX. Ability to understand and carry out oral and written instructions.
- X. Ability to work collaboratively in a positive manner as part of a team.
- XI. Working knowledge of technology and software associated with the duties and responsibilities of this position.
- XII. Ability to work independently with minimal on-site supervision demonstrating sound judgement and decision making skills to ensure quality of work meets expected standards.
- XIII. Ability to establish and maintain professional and effective working relationships with all staff, students, parents and the general public demonstrating tact and diplomacy.
- XIV. Ability to do heavy work (exerting up to 100 lbs. of force occasionally and/or up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly).
- XV. Ability to conduct oneself in a manner appropriate to an educational institution that provides services to children including demonstrating strict attention to confidentiality of school operations and student information.

**ADDITIONAL INFORMATION:**

- ⇒ A security background check including both a Criminal Record Check and a Vulnerable Sector check will be required.
- ⇒ Must participate in applicable safety training, work-related professional development, in-service, or courses of study.
- ⇒ Duties may involve hours outside of the regular work schedule. Flex time language from the CUPE agreement will be followed.
- ⇒ Access to a private vehicle may be required.
- ⇒ May be required to administer medication in accordance with the appropriate Board Policy and/or Administrative Procedures – Medication and Student Health.

**CONCLUSION:**

The duties and responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the role expectations, if the work is similar, related, or a logical assignment to the position.

This position description does not constitute an employment agreement between the Board of Education and the employee, and is subject to change by the Board of Education as the needs of the employer and requirements of the position change.

#### **4. GENERAL INFORMATION**

##### **WORK CALENDAR:**

- Please go to:  
<https://www2.srsd119.ca/staffroom/staffworkcalendars/20142015%20SCHOOL%20YEAR%20EASSS%20AND%20LANGUAGE%20ASST%20WORK%20YEAR%20191%20DAYS.pdf>

##### **THE WORK DAY:**

- All Student Support Services EAs work 6.5 hours a day.
- Pre-K EAs work 7 hours per day.
- The principal sets the hours for Educational Associates.
- Hours can be set between 7 am and 5 pm, and include a 30 minute unpaid lunch and two 15 minute breaks.

##### **LEAVE PROCESSES:**

- **Principal will determine whether or not a substitute will be called if an Educational Associate is away. If directed by the principal to contact a substitute please do the following:**
- Contact Substitute coordinator- Carol Eschyschyn by phone at 306-763-7644. She will schedule replacement assignments.
- The substitute phone line is always open. The earlier called the better to ensure a substitute EA can be verified. Please leave a message.
- The Educational Associate will be asked to provide their name, school, dates and reason for absence.
- At times, the Educational Associate may call their own substitute directly. This must be entered on the Substitute Database on the “Staffroom” page at [www.srsd119.ca](http://www.srsd119.ca). This ensures that people who are already booked are not called unnecessarily.
- Please complete the Leave Form at <https://www2.srsd119.ca/staffroom/employeeforms/HR%20forms/Request%20for%20Leave%20-%202012-13-Schools.pdf>
- Submit to principal/immediate supervisor for approval.

## 5. PROFESSIONALISM AND INDIVIDUAL PERFORMANCE

Professionalism in the school environment is extremely important from all employees. Please see the following checklist performance attributes that help to define professionalism in the role of the educational associate. The following checklist may be used in the process of examining one's own set of skills and to identify areas of professional growth .

### ASSESSMENT SCALE FOR OUTCOMES REGARDING INDIVIDUAL PERFORMANCE AS A WHOLE (HIGHLIGHT APPROPRIATE LEVEL OR PLACE AN X BELOW )

Beginning	Approaching	Proficient	Mastery
Performance does not meet requirements of the outcome and significant improvement needs to be demonstrated in the short-term.	Performance meets some, and is below other requirements of the outcome. There is need for further improvement or experience on the job before performance fully meets the outcome expected.	Performance is consistently solid and reliable. Performance meets the requirements of the outcome and may exceed requirements in some areas.	Performance consistently exceeds most requirements and meets all other requirements of the outcome.

### INDIVIDUAL PERFORMANCE ATTRIBUTES

		B	A	P	M	N/A
1.	Is aware of and carries out assigned tasks in an independent manner.	1	2	3	4	N/A
2.	Is punctual in attendance at work and in performing other duties.	1	2	3	4	N/A
3.	Addresses conflict with staff or administration following appropriate steps.	1	2	3	4	N/A
4.	Exhibits attributes that welcome problem-solving with others.	1	2	3	4	N/A
5.	Presents self appropriately as a staff member. (Dress, etc.)	1	2	3	4	N/A
6.	Demonstrates dependability in fulfilling commitments.	1	2	3	4	N/A
7.	Demonstrates appropriate behaviour toward clients/customers/students.	1	2	3	4	N/A
8.	Demonstrates sensitivity to gender, cultural and socio-economic issues.	1	2	3	4	N/A
9.	Respects others and maintains a high level of integrity.	1	2	3	4	N/A
10.	Demonstrates good organizational skills.	1	2	3	4	N/A
11.	Reflects upon performance to demonstrate commitment to his/her role.	1	2	3	4	N/A
12.	Maintains confidentiality.	1	2	3	4	N/A
13.	Exhibits flexibility towards changes in routine.	1	2	3	4	N/A

## 6. Team Performance Attributes

The Educational Associate is an integral member of the school based team. They work with professional staff to support students who require intensive supports. Meeting the needs of students with diverse needs requires flexibility, creativity and initiative. The following checklist may be used in the process of examining one's own set of skills and to identify areas of professional growth in terms of working collaboratively as a team.

### TEAM PERFORMANCE ATTRIBUTES

#### ASSESSMENT SCALE FOR OUTCOMES REGARDING TEAM PERFORMANCE AS A WHOLE (HIGHLIGHT APPROPRIATE LEVEL OR PLACE AN X BELOW )

Beginning	Approaching	Proficient	Mastery
Performance does not meet requirements of the outcome and significant improvement needs to be demonstrated in the short-term.	Performance meets some, and is below other requirements of the outcome. There is need for further improvement or experience on the job before performance fully meets the outcome expected.	Performance is consistently solid and reliable. Performance meets the requirements of the outcome and may exceed requirements in some areas.	Performance consistently exceeds most requirements and meets all other requirements of the outcome.

1.	Accepts feedback in a positive manner.	1	2	3	4	N/A
2.	Is accessible for consultation when requested.	1	2	3	4	N/A
3.	Participates in team meetings when requested.	1	2	3	4	N/A
4.	Shows initiative in communication with staff and other professionals.	1	2	3	4	N/A
5.	Demonstrates a cooperative relationship with staff, students and parents.	1	2	3	4	N/A
6.	Shows a willingness to be flexible and creative when working with others.	1	2	3	4	N/A
7.	Works as an integral part of the team	1	2	3	4	N/A
8.	Meets workload demands in a timely fashion and communicates when adjustments are needed.	1	2	3	4	N/A
9.	Shares observations and concerns with appropriate parties.	1	2	3	4	N/A
10	Where applicable, keeps accurate, current documentation	1	2	3	4	N/A
11	Adheres to and is supportive of policies, procedures and process.	1	2	3	4	N/A

# **APPENDIX**

## APPENDIX A

### Prekindergarten EA Role

- Facilitate children's development through, play, exploration, inquiry, and investigation
- Assist the teacher with documentation of learning (including photographing children, recording children's words, describing children's actions)
- Develop positive relationships with families and caregivers through conversations that highlight children's strengths
- Assist in planning, organizing, and attending family events and activities
- Support community programming and partnerships
- Participate in SRPSD professional development workshops (3 days/year)
- Participate in home visits with the teacher as needed
- Assist the teacher in implementing recommendations from other professionals (SLP, ED Psych, OT)
- Share observations of children's interests with teacher and discuss appropriate response
- Interact with children during meaningful play to inspire and enhance learning opportunities
- Participate actively as a play partner to nurture positive relationships and foster conversation
- Use conversation and interactions intentionally and purposefully to extend children's learning

## APPENDIX B

### Educational Associates: Professional Development Process (May, 2014)

#### 1. CUPE Professional Development (PD) Rates (as per local agreement)

- Maximum of \$400 per year
- Travel - \$0.35 per km
- Meals - maximum of \$35 per day
  - Breakfast - \$8.00
  - Lunch - \$11.00
  - Supper - \$16.00
- Hotel - \$100 (maximum)

\*\* Receipts are required for registration, hotel, and parking

#### 2. Request for Leave and Expense Forms

##### Educational Associate (EA)

- Complete a) *Request for Leave* form, and b) *Expense Form*
- Code leave as Staff Dev. System CUPE (SDSC) for PD organized through SRPSD
- Code leave as Staff Dev. System Individual (SDCI) for PD requested by individual
- Submit both forms to Principal for approval
  - Attach PD information with specifics about the event and associated fees
- Following approval and attendance of PD event, update *Expense Form* and submit receipts to Principal. Maximum reimbursement is \$400 annually.

##### Principal

- Approve leave(s) for PD event(s) relevant to EA's role
- Provide initial approval for expenses to an annual maximum of \$400
- Keep ongoing record of individual EA's PD expense claims at the school
  - Track expenses (e.g.; registration, sub, hotel, mileage, meals, parking)
  - Arrange internal EA coverage when possible
  - **Note that sub costs (i.e.; \$120 per day) are applied to EA's \$400 allotment**
  - Inform EA about PD balance available prior to approval of PD leave(s)
- When all receipts are received, forward approved a) *Request for Leave* (a copy only), and b) *Expense Form* (with receipts) to Student Support Services (SSS) Superintendent for final approval of PD expenses.

**\*\*Although EAs may request \$400 of PD funds per year, the budget is limited. Hence, PD funds may not always be available especially toward the end of the school year.**

### 3. Academic Credit Classes

- Maximum of \$450 per year

#### Educational Associate (EA)

- Submit *Expense Form* to Principal following course completion
- Enter cost of tuition and books in Registration fee area
- Attach receipts for tuition and books
- Include transcript showing successful course completion

#### Principal

- Submit *Expense Form* along with receipts and transcript to SSS Superintendent

**\*\*As per local agreement, EAs are eligible for either the maximum for classes (\$450) OR the maximum for PD (\$400) in a calendar year.**

### 4. Prekindergarten EAs

- Register for SRPSD PK workshops on SRPSDs Staff Room page under Professional Development
- Complete *Request for Leave* form and submit to Principal for approval
- Code leave as Staff Dev. Pre-Kindergarten (PREK)
- Submit leave and expense forms to Superintendent responsible for Pre-K
- Superintendent approves and tracks PD expenses for Pre-K EAs

## **APPENDIX C**

### **SUBSTITUTE EDUCATIONAL ASSOCIATES**

#### **EA Employees requiring a Substitute:**

- EAs may contact subs through various people including the principal, the Ed Support teacher, make the call themselves and/or our by utilizing the division substitute coordinator (Carol Eschyschyn).
- Regardless of the method chosen from above, ensure you always communicate with your principal the details of your leave request.
- Contact our Substitute Educational Associate Coordinator
- The substitute phone line is always open. Please leave a message if you need to contact her.
- Carol Eschyschyn will schedule replacement assignments. (306.763.7644)
- The phone line is 24 hours a day during school time. Messages are checked frequently.

#### **GENERAL INFORMATION for Substitute EAs**

- A substitute EA is hired for full-day assignments or half-day assignments
- EAs may be contacted for subbing by various people including the principal, the Ed Support teacher, the Educational Associate who will be replaced and/or our division substitute coordinator.

#### **Substitute Educational Associate Database**

- At the time of hire, EAs will be provided with an employment package along with a username and password to access the substitute database calendar to enter dates when not available.
- The Substitute Database is located under the “Staffroom” page on [www.srsd119.ca](http://www.srsd119.ca)
- It is important that the Substitute database is updated with non-work days on a regular basis.

#### **Setting Non-Work Days**

- It is the responsibility of the Substitute EA to update the data-base calendar for dates when unavailable for work.
- If the EA is experiencing difficulty with the database, please contact Dianne Birkeland (306-764-1571, ext. 2045).

#### **Cancelling an Assignment:**

- In order to cancel an assignment, please give as much notice as possible.
- Contact Carol Eschyschyn at 306.763.7644
- If Carol cannot be reached, then please contact the school so other arrangements can be made.

**SASKATCHEWAN RIVERS PUBLIC SCHOOL DIVISION  
SCHOOL INFORMATION - 2014/2015**

SCHOOL / ADDRESS	PRINCIPAL	VICE-PRINCIPAL	SECRETARY	PHONE	GRADE
ARTHUR PECHEY PUBLIC SCHOOL 2675 4TH AVE W PRINCE ALBERT SK S6V 5H8	Darlene Schultz	Dejan Letkeman	Sharon Kaponyas	Phone 306-922-9229 Fax 306-763-4878	K-8
BIG RIVER COMMUNITY PUBLIC HIGH SCHOOL 125 7TH AVE S PO BOX 430 BIG RIVER SK S0J 0E0	Rick Croshaw		Chelsey Crashley	Phone 306-469-2288 Fax 306-469-2336	7-12
BIRCH HILLS PUBLIC SCHOOL 110 MCCALLUM AVE PO BOX 219 BIRCH HILLS SK S0J 0G0	Jeff Court	Kevin Tait	Roxanne Mitchell Bonnie Hrynuik (.5)	Phone 306-749-3301 306-749-2922 Fax 306-749-2279	K-12
CANWOOD COMMUNITY PUBLIC SCHOOL 850 1ST ST E PO BOX 370 CANWOOD SK S0J 0K0	Sherry Moar	Richard Schwehr	Valerie Hinson	Phone 306-468-2150 Fax 306-468-2999	PreK-12
CARLTON COMPREHENSIVE PUBLIC HIGH SCHOOL 665 28TH ST E PRINCE ALBERT SK S6V 6E9	Dawn Kilmer	Jennifer Ferguson David Lokinger Ken Morrison	Janet Slater Lisa Brown Jasmin Folmer Trudy Kristiansen Karen Kubica Sharon McKay Joy Ogden (.5) Connie Padget	Phone 306-922-3115 Fax 306-764-1770	9-12 (Eng /Fr. Imm.)
CHRISTOPHER LAKE PUBLIC SCHOOL C/O 545 11TH ST E PRINCE ALBERT SK S6V 1B1	Doug Wallace		Nicole Baliski	Phone 306-982-2131 Fax 306-982-2557	K-8
DEBDEN PUBLIC SCHOOL 315 3RD AVE E PO BOX 280 DEBDEN SK S0J 0S0	Dan Jean	Anne Blais	Corine Amundson	Phone 306-724-2181 Fax 306-724-2116	K-12 (Eng /Fr. Imm.)
EAST CENTRAL PUBLIC SCHOOL C/O 545 11TH ST E PRINCE ALBERT SK S6V 1B1	Carol Ann Short		Debby Miller	Phone 306-922-8329 Fax 306-953-1017	K-8
JOHN DIEFENBAKER PUBLIC SCHOOL 1090 BRANION DRIVE PRINCE ALBERT SK S6V 2S8	Kevin Koroluk	Brandi Sparboe	Sharon Gosselin Bernie Ward (.5)	Phone 306-763-6031 Fax 306-922-3878	PreK-8
KING GEORGE COMMUNITY PUBLIC SCHOOL 421 23RD ST E PRINCE ALBERT SK S6V 1P9	Sterling Swain	Shelley Smith	Teresa Haukenfrers	Phone 306-763-7571 Fax 306-764-9060	PreK-8
KINISTINO PUBLIC SCHOOL 405 5TH ST PO BOX 650 KINISTINO SK S0J 1H0	Jennifer Kulchar	Doug Smith	Melanie Jack Kristen Allen (.5)	Phone 306-864-2252 306-864-2403 Fax 306-864-3430	PreK-12
MEATH PARK PUBLIC SCHOOL 301 2ND ST W GD MEATH PARK SK S0J 1T0	Tom Hazzard	Krista McCaw	Glenda Truba Eleanor Kaufhold (.5)	Phone 306-929-2131 Fax 306-929-2401	K-12

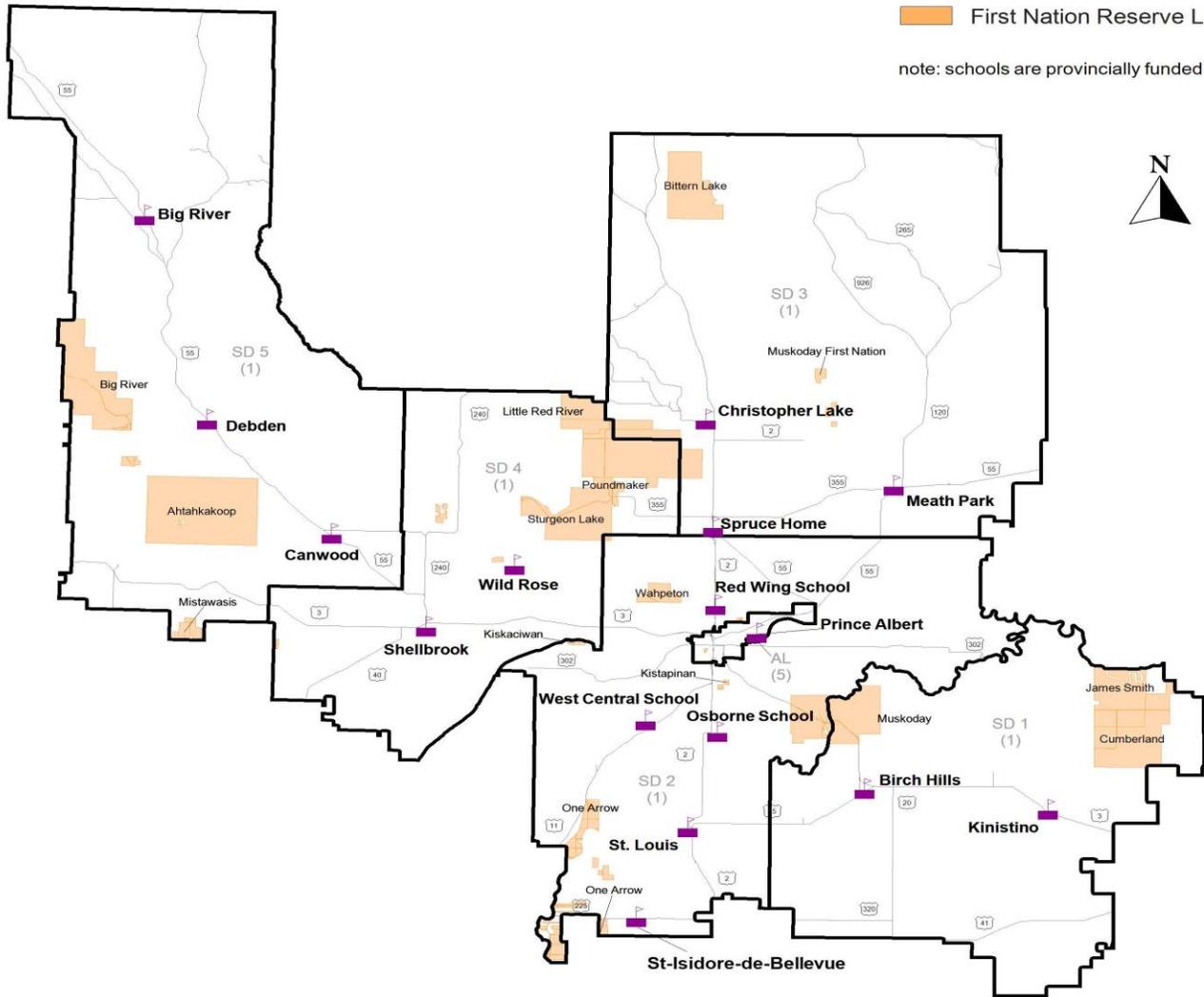
OSBORNE PUBLIC SCHOOL SITE 10 COMP 48 RR 2 PRINCE ALBERT SK S6V 5P9	Ina Holmen		Valarie Frantik	Phone 306-922-8078 Fax 306-922-7838	K-8
P.A.C.I. 45 20TH ST W PRINCE ALBERT SK S6V 4E9	Dawne Adams	Leanne Tretiak	Yvette Hamel	Phone 306-763-6485 Fax 306-922-5636	9-12
PRINCESS MARGARET PUBLIC SCHOOL 351 13TH AVE E PRINCE ALBERT SK S6V 2N3	Kent Arpin	Tammy Horan	Cathy Howland	Phone 306-763-5217 Fax 306-764-5141	PreK-8
QUEEN MARY COMMUNITY PUBLIC SCHOOL 1010 15TH ST W PRINCE ALBERT SK S6V 3S2	Mark Hastings	Gina Sinoski	Lisa Swain Lisa Davidson	Phone 306-763-7672 306-763-3351 Fax 306-763-4070	PreK-8
RED WING PUBLIC SCHOOL C/O 545 11TH ST E PRINCE ALBERT SK S6V 1B1	Art Feher	Holly Abrey-Hare	Cindy Gill	Phone 306-763-5375 Fax 306-763-6555	K-8
RIVERSIDE COMMUNITY PUBLIC SCHOOL 511 5TH AVE E PRINCE ALBERT SK S6V 7Z6	Mona Markwart	Kim Jones Shelley Nicolas	Gail Delooze Jennifer Slater	Phone 306-763-6495 Fax 306-922-4622	PreK-8
SHELLBROOK PUBLIC ELEMENTARY SCHOOL 100 3RD AVE E PO BOX 664 SHELLBROOK SK S0J 2E0	Dwayne Tournier		Dixie Crawford	Phone 306-747-2588 Fax 306-747-2223	PreK-5
SPRUCE HOME PUBLIC SCHOOL C/O 545 11TH ST E PRINCE ALBERT SK S6V 1B1	Joanne Tournier		Brenda Acorn	Phone 306-764-8377 Fax 306-922-6281	K-8
ST. LOUIS COMMUNITY PUBLIC SCHOOL 205 2ND ST PO BOX 70 ST. LOUIS SK S0J 2C0	Jared Nelson	Matt Grey	Alice Finnestad	Phone 306-422-8511 Fax 306-422-8299	PreK-12
T.D. MICHEL COMMUNITY PUBLIC SCHOOL 700 MAIN ST PO BOX 507 BIG RIVER SK S0J 0E0	Tammy Morin		Sherry Malm	Phone 306-469-2128 Fax 306-469-5708	PreK-6
ECOLE VICKERS PUBLIC SCHOOL 2800 BRADBURY DRIVE PRINCE ALBERT SK S6V 7K8	Darcy Sander	Corinne Cey Darcy Selander	Denise Boutin Debbi Hobson	Phone 306-922-6446 Fax 306-764-1766	K-8 (Eng./Fr.Imm.)
VINCENT MASSEY COMMUNITY PUBLIC SCHOOL 2999 3RD AVE E PRINCE ALBERT SK S6V 8G2	Barclay Batiuk	Missy Glover	Anna Chlodnuik Bernie Ward (.5)	Phone 306-763-7494 Fax 306-763-7010	PreK-8
WESMOR COMMUNITY PUBLIC HIGH SCHOOL 1819 14TH AVE W PRINCE ALBERT SK S6V 5P1	Cory Trann	Louise Hall	Brenda Anderson Tanya Kellington	Phone 306-764-5233 Fax 306-922-6271	9-12
WEST CENTRAL PUBLIC SCHOOL C/O 545 11TH ST E PRINCE ALBERT SK S6V 1B1	Iain MacDougall		Colleen Northey	Phone 306-922-8339 Fax 306-763-9445	K-8

WESTVIEW COMMUNITY PUBLIC SCHOOL 620 MACARTHUR DRIVE PRINCE ALBERT SK S6V 8C6	Connie Schill	Cheryl Arcand	Kristen Allen	Phone 306-922-4094 Fax 306-922-4096	PreK-8
WILD ROSE PUBLIC SCHOOL RR 1 SHELLBROOK SK S0J 2E0	Graham McGregor		Marlene Schutte	Phone 306-747-2323 Fax 306-747-2929	K-8
WINDING RIVER COLONY SCHOOL P.O. BOX 700 BIRCH HILLS SK S0J 0G0	Sharon Schutte			Phone 306-749-2002	K-8
W.J. BEREZOWSKY PUBLIC SCHOOL 566 MCINTOSH DRIVE PRINCE ALBERT SK S6V 6T2	Shannon McElligot	Roy Feschuk	Andrea Haughn	Phone 306-763-7404 Fax 306-763-4434	PreK-8
W.P. SANDIN PUBLIC HIGH SCHOOL 110 1ST ST E P.O. BOX 790 SHELLBROOK SK S0J 2E0	Harriet Tomporowski	Ron Poetker	Michelle Sterling Cathy Pearson (.5)	Phone 306-747-2191 Fax 306-747-2249	6-12
WON SKA CULTURAL PUBLIC SCHOOL 2005 4TH AVE E PRINCE ALBERT SK S6V 2H1	Dawn Kilmer		Patricia Bader	Phone 306-763-3552 Fax 306-763-0156	

## Saskatchewan Rivers School Division No. 119 of Saskatchewan With Sub-Divisions November 2013

-  Location with Public School
-  SD Sub-Division
- AL** At-Large
- (1)** Number of Board Members
- HT** Location with Hutterite School
-  Highway
-  First Nation Reserve Land

note: schools are provincially funded K-12



 <p>Government of Saskatchewan Ministry of Education</p>	Ministry	Branch	Unit	Prepared by	Preparation date	Revised by	Revision date
	Education	Information Management and Support	Geomatics	H. Kindermann	2013.11.29		
	File name			Layout name	Map projection		Map scale
	\\Work\2_Project_ED\Dept.Map\2013\School Admin\Map_Web\SD_SSD_Saskatchewan Rivers 119_2013.11.wor			1	UTM - NAD 83 (zone 13)		1 cm = 9.6 km
Title Saskatchewan Rivers School Division No. 119 of Saskatchewan with Sub-Divisions							

**Appendix D – Leave Form**



**REQUEST FOR LEAVE**

Please refer to the LEAVE OF ABSENCE GUIDELINES AND CODES Manual for a full description of leaves.

**Staff Development**

- Staff Dev. System Teachers (Check one below)
- Curriculum (CURR)
  - Student Support Services (SPED)
  - Other (SDST)
  - Staff Dev. Decentralized Teachers (SDDT)
  - 1st and 2nd Year Teacher Workshop (NEWT)
  - Staff Dev. Pre-Kindergarten (PREK)
  - Staff Dev. System CUPE (SDSC)
  - Staff Dev. CUPE Individual (SDCI)
  - Staff Dev. Out of Scope (SDOS)

**Bereavement/Compassionate**

- Bereavement – death (BREV)
- Compassionate - Illness (CLII - CLSD - CLNS)  
(Senior Admin. will advise which code to be used.)

**Approved Activity**

- Athletics (AATH) or
- Districts/Provincials (ATDP - Submit to Ed. Centre only if sub is required)
- Curricular Trips (AACR) (Submit to Ed. Centre only if sub is required)
- Extra-Curricular Trips (AAEX)
- Director Approved (DIR)

**Earned Leaves**

- Student Supervision (SS)
- Personal Leave With Pay (PP)
- Extracurricular (EXCR)
- Banked Time (BANK)
- Vacation (VAC)
- Approved Overtime (OT)

**Education**

- Internship Seminar (INT)
- Meetings Other (MTGO)
- Meetings Principal (MTGP) (Submit to Ed. Centre only if sub or acting principal is required)
- Secondment Government (SECG)
- Third Party Billing Other (3PB)

**Personal**

- Personal Leave Without Pay (LWOP)
- Graduation/Convocation (GRAD)
- Court (CRT or CSR) (circle if personal or student related) (provide subpoena)
- Jury Duty (JURY) (provide subpoena)
- Childbirth Leave (CBLV)
- Community Service Leave - With Pay (CS) or With Salary Deduction (CSD)
- Pressing Necessity Leave (PNS)
- Other (Extended/Family Support/Maternity/Parental - Attach appropriate documentation)

**Health Related**

- Sick Leave (SL)
- Medical Leave (MED)

- Denotes leave approved by immediate supervisor
- Denotes leave approved at Education Centre

**LEAVE INFORMATION**

- Check appropriate reason for the leave.
- Submit the LEAVE FORM to immediate supervisor prior to the leave.

Name \_\_\_\_\_

School/Location \_\_\_\_\_

Employed as \_\_\_\_\_

Date(s) of Leave:

Month(s)		
Dates		
Year		

Number of work days

If half days indicate:  AM  
 PM

Reason for the Leave. If necessary, attach additional documentation.

Reason: \_\_\_\_\_

Location: \_\_\_\_\_

Substitute Required: No \_\_\_\_ Yes \_\_\_\_  
If yes, name of substitute if known: \_\_\_\_\_

Employee Signature _____	Date _____
Principal/Supervisor Approval _____	Date _____
Comments _____	
_____	

<b>FOR ED. CENTRE USE ONLY:</b>	
Signature _____	Date _____
Budget Code _____	

# Expense Form



Name \_\_\_\_\_

School/Location \_\_\_\_\_

Name of Event \_\_\_\_\_

Date of Event \_\_\_\_\_

Substitute Required <input type="checkbox"/> Yes <input type="checkbox"/> No	Days	M	T	W	T	F	M	T	W	T	F
	a.m.	—	—	—	—	—	—	—	—	—	—
	p.m.	—	—	—	—	—	—	—	—	—	—

Description	Reimbursement Costs Paid/ Requested by employee
Registration	Total \$ _____
Accommodation _____ x \$ _____ Gratuity in lieu of hotel _____ x = \$ _____	Total \$ _____
Ground Transportation	Total \$ _____
• Private Vehicle _____ km @ .4725 / km	
• Parking \$ _____	
• Rental \$ _____	
• Taxi \$ _____	Total \$ _____
Air Transportation	Total \$ _____
• Airfare \$ _____	
• Terminal Costs \$ _____	
Meals <u>In-Province</u> <u>Out-of-Province</u>	
• Breakfast _____ x \$15.00 = \$ _____	• Breakfast _____ x \$20.00 = \$ _____
• Lunch _____ x \$20.00 = \$ _____	• Lunch _____ x \$35.00 = \$ _____
• Supper _____ x \$30.00 = \$ _____	• Supper _____ x \$45.00 = \$ _____
	Total \$ _____
<u>*Board Approved Rates</u>	
P.D. expense rates may vary depending on employee grouping. Please check Leave Guidelines for rates.	Reimbursement Total <input type="text"/>
Substitute Costs (S.D. Committee Only) <input type="text"/>	

SUPERVISOR: \_\_\_\_\_ Date: \_\_\_\_\_

BUDGET CODE: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Appendix E - Administrative Procedure 401 – EMPLOYEE EXPECTATIONS AND CODE OF CONDUCT

### Background

The Division believes that there should be guidelines in place to encourage appropriate behavior from all employees. The processes outlined can be used to help our employees make the best decisions when confronted with any type of situation. Employees are responsible for demonstrating professional conduct and upholding the strong reputation of the Division; therefore, adhering to these expectations and the Code of Conduct are a part of each employee's terms and conditions of employment.

### Procedures

1. At the time of hire, all new staff members will be provided with access to this information. Please refer to the [Employee Expectations](#) document and refer to the [Code of Conduct](#) document on the SRPSD website (in place after Sept 20, 2014).
2. Existing staff are expected to be aware of both the Employee Expectations and Code of Conduct documents as linked above.
3. Other Administrative Procedures that connect with Administrative Procedure 401 include:
  - Harassment, Discrimination, Workplace and Employee Violence Administrative Procedures 170 & 171
  - Conflict of Interest Administrative Procedures 414
  - Acceptable Use of Technology for Employees Administrative Procedures 142
  - Local Authority Freedom of Information and Protection of Privacy Administrative Procedures 180
  - Occupational, Health and Safety Administrative Procedures 157