

Elementary Education Assistant (EA) Hours

All Educational Assistants (EA) will be 6.5 hour positions beginning September 2023

Hours assigned to classroom teachers:

- Kindergarten and First grade EA - 6 hours assigned to teacher.
- Second grade EA - 3 hours assigned to teacher.
- Third grade EA - 2.5 hours assigned to teacher.

Supervisory Hours:

- Kindergarten, First, & Second grade EA - will be assigned 0.5 hours of supervisory within their workday ($3 + 3 + 0.5 = 6.5$)..
- Third grade EA - will be assigned 1.5 hours of supervisory within their workday ($2.5 + 2.5 + 1.5 = 6.5$)..
- EA is assigned a second and third grade combination position - will be assigned 1 hour of supervisory within their workday ($3 + 2.5 + 1 = 6.5$).

EA Start and End Time:

- Start and end time will be agreed to by the EA and principal prior to the start of school. This time will reflect the principal's need and the EA's availability.
- The additional 0.5 hour of time may be added to start time, end time, or split between the two.
- Not all EA's will start and end at the same time, however once the time is established it should not change for the remainder of the school year unless agreed upon by the principal, the EA, and the PDTA Building Representative.

EA Supervisory Assignment:

- EA supervisory assignments will be set in September.
- To the extent feasible, EA supervisory duties will be assigned equitably. This may be best obtained through a 5 week, 10 week or other rotation.
- If a supervisory assignment needed to change within the school year, a discussion between the principal, EA and the PDTA Building Representative will occur prior to the change.
- A shift in a supervisory duty for singleton/infrequent need that arises would not trigger the additional compensation rate.
- Kindergarten, first grade, and second grade EA's supervisory assignment will only be used when needed, otherwise the EA remains with their classroom teacher.

Possible Supervisory Assignments:

- Supervise in a Special Area Class in need of support.
- Supervise parent drop off or pick up within their 6.5 hour day.
- Supervise bus drop off or pick up within their 6.5 hour day.
- Supervise lunchroom. (Does not included cleaning of lunchroom.)
- Supervise outdoor / indoor recess.
- Provide EA support for teachers in need, whom do not have contractual EA support. (i.e. Special Areas, Grades 4 & 5)
- Provide copy support for teachers

Items to note:

- Current EA's may submit a form to request exemption from the extra 0.5 hour daily for extenuating circumstances. This is only for the as needed 0.5 hour.
- Exemptions and Supervisory duties may not infringe on the contractually provided EA time for the classroom teacher or the contractually provide EA lunch.
- Substitute teaching or substitute para coverage in a CBA 25-2-5 scenario is not considered a supervisory assignment.