



File GGA

**PLACEMENT PROCEDURES FOR EDUCATIONAL ASSISTANTS**

1. Teacher Assistant vacancies which have been filled during the school year (October 1 - June 30) and are to continue into the next school year will be posted annually during the month of June. This is in keeping with the terms of the CUPE Collective Agreement, Article 27 and preserves the continuity of student programs throughout the school year.
2. **All** staff are eligible to respond to the year-end posting(s), including permanent and temporary staff. Placements will be determined based upon position criteria, with preference given to seniority (Permanent staff) if all other qualifications are equal.
3. Vacancies remaining following the June posting(s), after permanent and term staff have been assigned, will be filled by employing temporary staff, using the applications currently on file or by advertising externally.
4. Additional time or vacancies that become available during the school year (October 1 - June 30) will, to the extent possible and practical, be assigned to current staff (on a temporary basis until the end of the school year) with consideration given to seniority, school programs and personal interest. Any changes that occur during the year will be communicated and confirmed using the "Change of Assignment" form.
5. Additional time or vacancies that become available during the school year and cannot be filled as outlined in number 4 will be filled newly hired temporary staff.
6. Teacher Assistant Intention forms must be forwarded by the school Principal to the Student Services Administrator prior to June 1<sup>st</sup> of each year. **Additional requests for changes of assignment outside the present school can be forwarded in writing by the applicant to the Student Services Administrator at any time.**
7. All teacher assistant staff will receive a letter each June which will outline the details of the assignment for the beginning of the school year.