

SUPPORT STAFF PERSONNEL - EDUCATIONAL ASSISTANTS
LEAVE FOR SHORT COURSES AND INSERVICE DEVELOPMENT

Leave for Short Courses

The Board is anxious that educational assistants in its employ are qualified and up-to-date. In this regard the Board is prepared to grant leave for short courses and shall pay one-half the tuition costs of a post-secondary course directly related to the work of educational assistants. The procedure for such payment shall be as follows.

- Prior to registration the educational assistant shall apply to the Superintendents' Department for a course approval.
- Upon evidence of the successful completion of the course reimbursement for one-half the tuition shall be made.

Inservice Development

The Board recognizes that occasionally, the inservice educational needs of educational assistants need not be the same as teachers in the schools in which they work. Educational assistants are therefore encouraged to work directly with their school principals for appropriate inservice educational opportunities. Upon the recommendation from school principal(s), the Superintendents' Department may provide time off, with pay, for educational assistants to participate in appropriate inservice educational opportunities. The Division shall pay for previously agreed to cost(s) of all such inservices.