

Personnel and Employee Relations		Administrative Application	
		Last Reviewed /Approved on:	October 21, 2024
Education Support Professional Staffing Kindergarten Instructional Assistant		References:	The Education Act, 1995, Sec. 175 Regina Catholic School Division Instructional Assistant Handbook 2023 Policy 12 – Role of the Director
		Status:	Operational

Preamble

The Kindergarten Instructional Assistant support may be assigned by Human Resource Services or requested by administration to support a Kindergarten classroom at times when enrolments exceed a manageable number and/or there are circumstances that warrant additional help related to students' needs. The Early Years Evaluation – Teacher Assessment (EYE-TA) scores and complex factors will be the primary indicators for adding supports.

Application

1. Staffing Responsibilities

- a. When a Kindergarten IA is requested - Human Resource Services will determine availability in the staffing allotment.
- b. The Kindergarten IA request will be considered by Executive Council through a Support Staff requisition.

2. Allocations of Kindergarten IA's:

Principals shall consider the following guidelines in the organization of Kindergarten Instructional Assistants within the school.

- a. Kindergarten IA's may be allocated based on a specific program or student needs and focused on student outcomes.
- b. In consultation with and observation from the Education Services Superintendent responsible for early learning or designate; Kindergarten classrooms with an enrolment of 21 – 26 students may receive a Kindergarten IA support until the initial EYE results are reviewed in December. If the results of the EYE-TA scores and classroom demographics warrant the continuation of the placement then it will remain until the end of the school year.
- c. In December, following a review of the division EYE-TA scores, Human Resource Services in consultation with Education Services may determine the implementation of a Kindergarten IA support. This support would be added if warranted based on the EYE-TA data and classroom demographics.

- d. The Supervisor of Human Resource Services will share this information with the area superintendent to share with school administration prior to Human Resource Services staffing the position for the remainder of the school year.