



# Your Classroom Team

Working with an  
Educational  
Assistant

## Need Help?

For questions or issues:

- Consult with your schools Student Services Coordinator
- Talk to your principal or student support teacher.
- Refer to the full EA Handbook for detailed guidelines.
- For concerns about EA performance, follow school HR procedures.

## Teacher's Role

To use your EA effectively:

- ✓ Provide clear daily instructions
- ✓ Clarify student goals and accommodations
- ✓ Share classroom rules and discipline plan
- ✓ Discuss student strengths and needs
- ✓ Review EA's notes or observations
- ✓ Keep communication open and respectful

# Key Purpose of an EA

Educational Assistants help implement your plans — they do not replace teacher responsibilities. EAs:

- ✓ Reinforce your lessons
- ✓ Support individual or small groups
- ✓ Supervise students
- ✓ Assist with classroom routines

They follow your directions daily. Clear communication ensures success.

# What EAs Can Do

- Help students complete assignments you planned
- Reinforce skills and concepts
- Implement IEP, behaviour plans, and health plans as directed
- Observe and record student performance
- Supervise during recess, lunch, and activities
- Assist with classroom materials you provide

Tip: Meet regularly to clarify expectations and share feedback.

# What EAs Cannot Do

By policy and law, EAs must not:

- ✗ Plan or initiate new lessons
- ✗ Design or select learning materials
- ✗ Develop lesson plans or learning centres
- ✗ Evaluate student work or assign grades
- ✗ Report directly to parents/guardians
- ✗ Choose activities on their own

Teachers are legally responsible for all instructional planning and assessment.