

DID YOU KNOW



CLASSROOM SUPPORT SOUTIEN EN CLASSE

CLASSROOM SUPPORT TASKS HAVE BEEN DEPLOYED THROUGHOUT THE PUBLIC-SCHOOL NETWORK THIS YEAR. IT'S ESTIMATED THAT APPROXIMATELY 12,000 CLASSROOMS ACROSS THE PROVINCE WILL BENEFIT FROM ADDITIONAL HOURS OF CLASSROOM SUPPORT.



WHAT ARE THE PRIMARY ROLES OF SCHOOL ADMINISTRATORS, TEACHERS AND CLASSROOM SUPPORT STAFF?

Administration

The school administration is fully responsible for supervising all school staff (teachers, support staff, professionals and caretakers) while respecting collective agreements.

Informs the educator of their role, tasks and duties in the classroom support category.

Intervenes in situations that may arise and may be problematic.

Teacher

Respects the roles of support staff according to our classification plan.

Determines the tasks with which they need assistance.

Shares expectations and provides instructions on how to accomplish these tasks.

The classroom assistant and the teacher work together as equals. Teachers are not immediate supervisors.

Classroom Support

Accompanies students and assists the teacher in non-pedagogical tasks.

Assists a group of students and not the individual student.

Collaborates with the teacher to organize materials and prepare activities.

Does not replace the roles of attendants or special education technicians.

EXAMPLES OF TASKS EXPECTED FROM CLASSROOM SUPPORT STAFF

	YES	NO
Accompany and supervise students during transitions (ex. recess, classroom changes)	X	
Help students settle down and get ready to start the day (ex. have students take out their pencils and agendas)	X	
Administer medication according to medical prescriptions and in accordance with the school's policy and parent instructions ¹	X	
Ensure the safety and well-being of the students (ex. providing first aid)	X	
Ensure that students are respecting the safety measures, classroom rules and school rules (ex. lock out procedures, fire drill procedures)	X	
Help students develop autonomy (ex. dressing, preparing materials, handwashing)	X	
Answer students' questions following the teacher's direction (ex. repeat the teacher's instructions to a student)	X	
Make corrections, complete report cards, tutoring, review of learning materials		X
Assist teacher in administrative tasks (ex. photocopies, attendance, handouts)	X	
Teaching the class in the event the teacher is absent.		X
Collaborate with the teacher to prepare classroom materials, posters or visuals, boards etc.	X	
Contribute to the cleanliness, organization and upkeep of classroom equipment (ex. tidying up after an activity)	X	
Collaborate in the organization of outings, celebrations and special events. ²	X	
Assisting individual students with specific special needs (ex. changing diapers, toileting or feeding)		X
If requested, assist in the preparation and/or attend meetings with parents ²	X	
May be asked to provide observations and input for IEPs	X	
Work one on one with an individual student during class time		X
Be a personal assistant (get coffee, tidy personal items)		X

¹ Proper training is required for administering certain medications (e.g., diabetes), and the administration must ensure you're trained.

² You must get your overtime approved by the administration if you agree to work outside of your regular work shift.

**MAKE IT
A DATE!**

**ATTEND
YOUR NEXT
UNION MEETING!**



Association professionnelle
du **personnel administratif (CSN)**

**YES, WE HAVE PEOPLE RUNNING FOR UNION
EXECUTIVE IN THE FOLLOWING SEATS:**

PRESIDENT	Michel Picard Liuba Ceban
SECRETARY TREASURER	Marlène Tourville Angie Romita Liuba Ceban
VICE PRESIDENT	Andrea Di Tomaso Eleni Ioannidis

**WEDNESDAY SEPTEMBER 25TH
APPA EMSB & CSSDM
GENERAL ASSEMBLY**

UNION ELECTIONS

Wednesday, September 25th at 7:00 p.m.
Georges-Vanier High School Auditorium
1205, Jarry East (near Christophe-Colomb)

METRO JARRY - BUS 136 OR 193 - PARKING AVAILABLE

Visit appa.qc.ca/emsb/elections for details!

COME CAST YOUR VOTE!