

EDUCATION ASSISTANT AND YOUTH WORKER PRACTICUM PLACEMENTS

Background

In its role as a partner in the total educational enterprise in the province, the district may provide practicum placements for Education Assistants (EA) and Youth Worker (YW) programs offered by local colleges.

Procedures

1. Placement Initiation

- 1.1 Practicum students in the Education Assistant Programs, Community Support Worker Programs or Child and Youth Care Programs are accepted from colleges offering programs that include 800 or more course work hours and a minimum 3-week practicum.
- 1.2 The college supervisor contacts the Education Assistant Manager/Youth Worker Supervisor to request placements for students. Usually a preference for elementary, middle or secondary is indicated which we try to accommodate if possible.
- 1.3 The starting date and length of practicum is established by the college.
- 1.4 The college supervisor's name and number are requested.
- 1.5 The Education Assistant Manager/ Youth Worker Supervisor contacts the administrators directly to find interested schools. An on-site contact name (administrator or teacher) is requested from the school.
- 1.6 The Education Assistant Manager/ Youth Worker Supervisor confirms the placements with the college supervisor and supplies the school name, contact name, phone and fax numbers.
- 1.7 The college supervisor then completes arrangements with the school directly.
- 1.8 Employees who are in approved Education Assistant, Community Support Worker or Child and Youth Care Programs, and who wish to complete a practicum in the district, will be accommodated on an individual basis where practical. Typically, the requirement is that they can meet the number of practicum hours without interfering with their existing job assignment.

2. Parameters

- 2.1 In the event of a long term or indeterminate absence of the EA or YW who is being shadowed by a practicum student, the administrator is to review the practicum placement to ensure that it is appropriate for the practicum student to shadow the replacement EA or YW.

- 2.2 If a student requires Personal Care procedures that may involve privacy issues, the practicum student is not to be involved without approval of the Principal upon verbal permission from the student's parent(s)/guardian(s).
- 2.3 When working with students where there is a Health Care Plan involving a medical procedure, the practicum student shall not perform this function without approval of the Principal upon verbal permission from the student's parent(s)/guardian(s), the specific training and direct supervision of this procedure.
- 2.4 The practicum student is not to directly communicate with the child's parent(s)/guardian(s) without the involvement of the teacher.
- 2.5 Practicum students are not intended as a replacement for any absent employee, including the EA/YW that they are assigned to shadow.

Reference: Section 65, 85, School Act

Last reviewed: February 2019