

CERTIFICATION: SUPPORT STAFF

Background

The Division is committed to ensure support staff are properly trained and educated in their profession to meet operational needs of schools and the diverse needs of our students. The Division is committed to supporting employees working towards their certification requirements to gain the skills and knowledge required of them to perform their job duties.

Procedures

1. As a condition of employment, permanent staff (Educational Assistants, Administrative Assistants, and Library Technicians) are required to have the appropriate training or be working towards the completion of training within their job classification with the exception of the following:
 - 1.1. Educational Assistants who work less than 4 hours/day or less than 16 hours/week will not be required to complete training.
 - 1.2. Administrative Assistants and Library Technicians who work less than 15 hours per week or less than 30 hours every two weeks will not be required to complete training.
2. A Diploma or Certificate in an approved post-secondary program from a recognized institution will be accepted for certification purposes as identified in Article 5.
 - 2.1. Educational Assistant certificates completed through International Career School Canada or Stratford Career Institute will not be accepted.
3. If an employee has completed at least two years of post-secondary education or equivalent training combined with relevant experience of two or more years, they may submit an application to the Director of Education or designate for an equivalency review within six (6) months of permanent status. If it is determined the education, training and experience are applicable:
 - 3.1. Administrative Assistants will be eligible to challenge a competency-based assessment. If they pass, they will be exempt from taking further courses.
 - 3.2. Library Technicians will be required to complete the applicable cataloguing course(s) offered through SAIT as determined by the Director of Education or designate.
 - 3.3. Educational Assistants may be required to complete up to seven (7) Saskatchewan Polytechnic EA courses as per the discretion of the Director of Education or designate.

4. Support staff hired on a permanent contract who do not have the appropriate certification and have not met the requirements of Article 3 must be registered and enrolled in an applicable training program by a Board recognized training institution within six months of the employees' permanent status.
 - 4.1. Evidence of enrollment and a detailed program completion plan must be submitted to the Director of Education or designate within six months of the employees' permanent status.
 - 4.2. Employees who are unable to meet this requirement may apply for a one (1) time extension at least 30 days prior to their enrollment deadline specified in Article 4.1. Such application will be subject to the approval of the Director of Education or designate for an extended period of up to six months. If the employee has not passed probation, their probationary period will automatically be extended up to six (6) months.
 - 4.3. In the event an employee does not enroll in a certification program, their employment shall be terminated at the end of the school year and the position may be reposted based on school needs.
 - 4.3.1. If the terminated employee is the successful candidate, the employee will be considered as temporary until proof of enrollment in an applicable certification program is provided. Upon receipt of enrollment and a certification completion plan, the employee will become permanent. Should the employee choose to not enroll, they will be terminated at the end of each school year as the division will continue to endeavor to recruit candidates who are certified or willing to become certified.
5. The following programs are recognized for the purposes of certification recognition and enrollment:
 - 5.1. Administrative Assistant
 - Office Administration Certificate – Parkland College
 - Office Administration Certificate – Saskatchewan Polytechnic
 - Or equivalent program with equivalent courses from a recognized post-secondary institution.
 - 5.2 Library Technician
 - Saskatchewan Polytechnic - Library and Information Technology Diploma
 - Saskatchewan Polytechnic - Library Clerk Applied Certificate PLUS the Cataloguing Course(s) offered through SAIT as determined by the Director of Education or designate.
 - Southern Alberta Institute of Technology - Library Information Technology Diploma
 - Southern Alberta Institute of Technology - Library Operations Certificate of Achievement
 - Red River College - Library and Information Technology Diploma
 - Red River College - Library Training Certificate

5.3 Educational Assistant

- Bachelor of Education
- Bachelor of Psychology
- Bachelor of Social Work
- Educational Assistant Certificate – Saskatchewan Polytechnic
- Education Assistant Certificate – Assiniboine Community College (ACC)
 - New employees who have completed the ACC Educational Assistant Certificate will be required to complete 150 hours of classroom-based work in addition to the certificate. Time already worked within the position will apply toward the hours.
- An Educational Assistant program with equivalent courses from a recognized post-secondary institution.

5.3.1 Employees who have completed the following programs will be required to complete additional courses as identified in the grid in order to satisfy certification requirements:

- Early Childhood Education Level 2 and/or Level 3
- Continuing Care Aid/Home Care/Special Care Aid
- Disability Support Worker/Youth Care Worker
- Licensed Practical Nurse

| | Saskatchewan Polytechnic Courses (Total of 7) | | | | | | |
|--|--|---|----------------------------|--------------------------------------|--------------------------------------|-----------------------------------|-----------------------------------|
| Program | Basic Care Skills PERS 180 | Child and Adolescent Development HUMD 100 | Guiding Behaviour HUMD 101 | Studies of Exceptionality A SPSY 281 | Studies of Exceptionality B SPSY 282 | Supporting Instruction 1 EDUC 180 | Supporting Instruction 2 EDUC 181 |
| ECE Level 2 and/or Level 3 | ✓ | | | | | ✓ | ✓ |
| Continuing Care Aid/Home Care/Special Care Aid | | ✓ | | ✓ | ✓ | ✓ | ✓ |
| Disability Support Worker/Youth Care Worker | | | | | | ✓ | ✓ |
| Licensed Practical Nurse | | | | ✓ | ✓ | ✓ | ✓ |

6. It is the employees' responsibility to update the Director of Education or designate on their registration approval for each course and submit proof of completion throughout the duration of the program.
7. An employee will have four (4) years from their permanent status to complete the appropriate training.

- 7.1. If the employee has demonstrated progress and requires additional time to complete the program, they can apply for a one (1) year extension. Application shall be made in writing to the Director of Education or designate at least 6 months prior to the required completion date.
8. Upon completion of appropriate training and verification by Director or designate, an employee will be granted certified status on the first day of the month following the submission of the completed certificate/diploma/degree and transcripts.
9. In the event an employee works in multiple job classifications, the employee is required to be certified in one job classification only.
 - 9.1. If the employee is not certified in either job classification, the employee is required to become certified in the job classification where they retain the most hours.
 - 9.2. In the event an employee is certified in a job classification where they work less hours than the other job classification, it is recommended the employee works towards completing certification in the job classification they are not certified in.
 - 9.3. If an employee in multiple job classifications chooses to resign a job classification in which they are certified, they are required to become certified in the job classification they are not certified in.
10. An employee may be granted a leave of absence (with or without pay) to write any educational exams pertaining to their certification program in accordance with the provisions in the applicable agreement/AP.
11. In the event a unionized employee who is non-certified receives notice of layoff and is eligible to participate in the bumping procedure, they will not be able to bump another union member who is certified in that same classification.
 - 11.1. In the event there is a shortage of work, non-certified support staff will receive notice of layoff prior to certified support staff.
12. The Board will establish a bursary fund for the purpose of improving professional qualifications of permanent support staff. The amount of funds will be determined each budget year. Upon successful completion of their probationary period, an employee is eligible to apply for a bursary. Bursary applications must be made prior to registering for each course. To apply for a bursary, application must be completed on the appropriate form and submitted to the Director of Education or designate prior to enrolling in each course.

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