

It is the duty of all employees to conduct themselves in a professional manner. In conjunction with AP 40-47 Employee Code of Conduct, the Program Assistant accepts the responsibility to adhere to the highest ethical standards and are obligated to accept certain responsibilities as listed below.

The teacher is responsible for diagnosing educational needs, prescribing instructional programs and evaluating progress of pupils. The teacher may delegate specific and limited aspects of instructional activity to program assistants.

Procedures

A. Commitment to the Students and Staff:

Program Assistants are responsible for:

- maintaining confidentiality. Program Assistants should never disclose information about children, parents, or professionals that they may be aware of through school activities, unless disclosure serves a compelling professional purpose or is required by law;
- facilitating the development of self-esteem in all students and to promote positive interaction between all students;
- collaborating with the teacher to provide learning opportunities designed to realize the potential of the students they are assigned to work with;
- treating all students, parents, and staff with dignity and respect as outlined in section 2 of AP 40-47 Employee Code of Conduct and Section 7(1) of the *Alberta Human Rights Act (2000)*;
- complying with law which requires reporting of any signs of child abuse. If a Program Assistant has reason to suspect abuse, they need to report their suspicion to Child Intervention Services. Choosing not to report is illegal, as a child's well-being may be endangered and this would be considered a contribution to the recurrence of abuse. It is not up to the Program Assistant to evaluate the evidence, only report what they witness. Program Assistants are then encouraged to share the fact they have made this report with their cooperating teacher;
- maintaining effective working relationships with staff, students, parents, and administrators within the educational setting;
- becoming familiar with general school/classroom rules and procedures in order to provide a positive role model to the students and support the school/classroom discipline policy;
- using appropriate judgement in resolving problems according to established school policies and procedures;
- taking direction from teachers and to assist teachers in the classroom setting by reinforcing teaching methods and supporting the education process as outlined by the teachers;
- supporting the teachers they work with so as not to undermine the authority of the teacher.

B. Commitment to the Position:

Program Assistants are responsible for :

- addressing work related problems they may be experiencing (in a professional manner) with their supervising teacher;
- reviewing, in consultation with their cooperating teacher, their own level of competence and effectiveness to keep their educational skills and practices current;
- adapting to changes in classroom assignments;
- acting in a manner which maintains the dignity and integrity of the profession;
- redirecting questions related to the student's academic progress from parents and guardians back to the teacher;
- observing the Copyright Act and guidelines delineating use of photocopied material.
- utilizing the Internet as an appropriate learning tool for the purposes of education-related research and to monitor that students are doing the same.

Reference

[Alberta Human Rights Act](#) (2000)

[Copyright Act, Frequently Asked Questions about Copyright for Non-Print material: Educational](#)

[Policy 19 Welcoming, Caring, Respectful and Safe Learning Environment](#)

[AP 20-20 Discrimination, Harassment, Bullying and Violence](#)

[AP 40-24 Professional Development](#)

[AP 40-47 Employee Code of Conduct](#)

[AP 20-21 Health and Safety](#)