

## **Administrative Procedure 440**

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### **SCHOOL SUPPORT STAFF**

#### **Background**

The Division recognizes that many of the functions related to the operation of the school can best be handled by employees who provide clerical and instructional support services.

#### **Procedures**

1. In using the services of an educational assistant, the teacher shall assume full responsibility for a student's education program.
2. Principals shall be responsible for providing written role descriptions for support staff members, to be submitted to the Superintendent.

Reference: Section 60, 61, School Act