

Procedure Title	Educational Assistant Support - Externally Funded		
Date of Issue	June 12, 2002	Related Policy	
Revision Dates	February 13, 2013; November 15, 2023	Related Forms	
Review Date	November 1, 2028	Originator	Administrative Council
References			

1.0 RATIONALE

When an outside agency requests and agrees to fund an educational assistant for a special needs student, the following procedure should be followed.

2.0 PROCEDURE

- 2.1 The outside agency, in consultation with the school or Learning Services – Student Support department, shall make a request to the superintendent of education responsible for Learning Services – Student Support.
- 2.2 In consultation with the principal, the superintendent of education will ensure that the terms and conditions of the contract for the externally funded educational assistant are agreed to and signed and will notify departments responsible for billing the agency and ensure proper account codes are set up.
- 2.3 The educational assistant will be an employee of the Bluewater District School Board and the relationship will be governed by the current Educational Support Professional collective agreement.
- 2.4 The principal will submit an electronic Employee Information and Leave (EIL) form.
- 2.5 The costs for the externally funded educational assistant will be based on the current educational assistant compensation package. (i.e., hours of work, rate of pay, and employee benefit package)
- 2.6 The principal/special education team at the designated school will be responsible for all aspects of the student's program.
- 2.7 The superintendent of education responsible for Learning Services – Student Support will review the contract on a regular basis, or as stipulated in the agreement, to ensure that the needs of the student are being met.
- 2.8 Bluewater District School Board must be named as an additional named insured under the agency's liability insurance policy.
- 2.9 The outside agency will contact the superintendent of education responsible for Learning Services – Student Support approximately one month prior to expiry of the agreement to initiate the review process.