

Memo

To: Administrators, SSCs, SSTs and EAs
From: Quintin Robertson
Re: Update on Educational Assistants' Work Schedule - January 16, 2024
Date: January 12, 2024

Good afternoon,

This memo serves as an update to the previous communication from Quintin Robertson dated Thursday, January 11, 2024, regarding the work schedule of Educational Assistants (EAs) in the Good Spirit School Division (GSSD).

Revised Directive for January 16, 2024

- Initially, GSSD directed all EAs not to report to work on Tuesday, January 16, 2024. However, after careful consideration of concerns raised, and following discussions with the team and the CUPE President, we are revising this directive.

School-Based Decision-Making

- We now offer the choice to individual schools to decide if their EAs should report to work on January 16, 2024. This decision must be made collaboratively by the Educational Assistant staff, In-school Administration, and SST.

Options and Procedures

In-school Administrators, please fill out the below form with your school's decision by 12pm on Monday, January 15, 2024:

[Educational Assistant Plan, January 16, 2024](#)

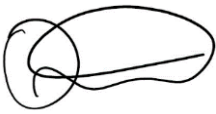
- Banking Time: The decision is to bank the time (FLEX) for use later in the 2023-24 school year.
- Reporting to Work: If the collaborative decision is for EAs to report to work, they are expected to engage in the following activities:
 - Online Modules
 - EAs should have access to a Chromebook or laptop and know their GSSD login information. Tech support is available from the Library Technician in their school or by contacting Cory.Stupak@gssd.ca or at 306-786-5537.
 - Mandatory Training
 - Cybersecurity Training: EAs who haven't completed this must do so via <http://cybersecurity.gssd.ca>. Login with GSSD credentials. Training is 50 minutes and consists of 4 courses. A link will be emailed to all EAs on January 16 at 7:30 am.
 - EAs can choose from the following Professional Development (PD) opportunities:
 - Autism: Various modules ranging from 1 to 2.5 hours.

- Trauma: 8 online modules, approximately 30 minutes each.
- Mental Health Literacy: 7 modules, around 8 hours total. Free, or \$50 for a certificate (not reimbursed by GSSD unless approved by school admin).
- SEL: CASEL's free one-hour general intro to SEL, including application activities and facilitation guide.
- Additional Tasks
 - Tasks assigned by your Administrator and/or SST.
 - Supporting Library Technicians with tasks in the library.

*Please see the attached document for the links to these PD opportunities.

We appreciate your flexibility and dedication to our students and schools. Please discuss with your respective teams and decide that best suits your school's needs. Thank you for your continued commitment to the Good Spirit School Division.

Warm regards,



Quintin M. Robertson
Director of Education/CEO
Good Spirit School Division