

SCHOOL BASED SUPPORT STAFF HANDBOOK



**Medicine Hat Catholic
Board of Education**

Table of Contents

CONDITIONS OF EMPLOYMENT	4
GENERAL STATEMENT OF FAITH	5-6
EMPLOYEE COMMENCEMENT & PAYROLL	
Article 1 Offers of Employment	7-8
Article 2 FOIP & Confidentiality	8
BENEFITS	
Article 3 General Eligibility	8-9
Article 4 Benefit Coverage	9-10
Alberta School Employee Benefit Plan (ASEBP)	
Article 5 Voluntary Accidental Death & Dismemberment (AD & D)	10
Article 6 Notification of Change	10
Article 7 Taxation, Canada Pension and Employment Insurance	10
Article 8 Pension Plans	10-11
SALARY	
Article 9 Hours of Work	12
Article 10 Reporting Absences	13
Article 11 Rate of Pay	14
Article 12 Pay Days	14
Article 13 Employment Insurance, Record of Employment	14
Article 14 Supplementation of Workers' Compensation Board	14
Article 14.1 Occupational Injury Service (OIS)	15
VACATION AND LEAVES	
Article 15 Vacation and Statutory Holiday Pay	15
Article 16 Leave of Absence	15
Article 16.1 Sick Leave	15
Article 16.2 Family Related Leaves	15
Article 16.3 Compassionate Leave	15
Article 16.4 Maternity Leave	15-16
Article 16.5 Parental Leave	16
Article 16.6 Paternity Leave	16
Article 16.7 Adoption of a Child	16
Article 16.8 Jury Duty	16
Article 16.9 Personal Leave	16
Article 16.10 Other Leaves	16-17
TRAINING, EDUCATION, PROFESSIONAL DEVELOPMENT	
Article 17 Professional Development and Professional Growth	17
Article 18 Evaluation and Job Descriptions	17
TERMINATION	
Article 19 End of Assignment	17
Article 20 Termination by Employer	17-18
Article 21 Termination by Employee	18
Article 22 Termination other Terms and Conditions	18
Article 23 Retirement	18
Job Classification/Description Secretary I and II & Business Manager I and II	19-24
Salary Grid for Secretary I and II & Business Manager I and II	25
Job Classification/Description Learning Assistant I and II	26-28
Salary Grid for Learning Assistant I and II	29-30
Job Classification/Description Library Technician I and II	31-33
Salary Grid for Library Technician I and II	33-34
Job Classification/Description Early Educator I and II	35-37
Salary Grid for Early Educator I and II	38-39
Job Classification/Description Resource & Resiliency Worker	40-42
Salary Grid for Resource & Resiliency Worker	43-44
Job Classification/Description Wellness Facilitator – Community Coming Together (CCT)	45-47
Salary Grid for CCT – Wellness Facilitator	47-48
Job Classification/Description Cyber School Facilitator	49-51
Salary Grid for Cyber School Facilitator	51-52
Job Classification/Description School Liaison Counsellor	53-55
Salary Grid for School Liaison Counsellor	55-56
Job Classification/Description Nutrition Coordinator	57-59
Salary Grid for Nutrition Coordinator	58/64

Job Classification/Description Nutrition Support Worker	60-61
Salary Grid for Nutrition Support Worker	61/64
Job Classification/Description Nutrition School Worker	62-63
Salary Grid for Nutrition School Worker	63/64
FTE/HOURS Calculation Chart	65
Calculating Annual Salary Sample	66
Calculating Equalization Pay (also known as summer pay)	67
Sample Evaluation Tool	68-71
Contact Information	72

The Medicine Hat Catholic Board of Education
SUPPORT STAFF HANDBOOK
CONDITIONS OF EMPLOYMENT

Introduction

This Handbook shall apply to all school based support staff considered non-teaching staff not covered by Union Contract. This Handbook is written to describe compensation, benefits and working conditions. All content in this Handbook and the Employee's Offer of Employment is subordinate to school Division policy, benefit plan documents and statutory requirements of the Alberta Employment Standards Code. Please note that if there is a conflict between the terms and conditions outlined in the Offer of Employment and the above mentioned documents, the terms and conditions outlined in the Offer of Employment will govern, so long as they are equal to or above the minimum criteria.

Conditions of Employment outlined in this document apply to all employee groups.

This document contains Job Classifications/Job Descriptions and salary grids for the following employee groups:

School Secretary I and II

Business Manager I and II

Learning Assistant I and II (*Severe, School, PUF, Kindergarten & Early Education*) Academy Baseball Assistant, Academy Hockey Assistant, Academy Soccer Assistant, Equipment Storage Supervisor, Cosmetology Assistant, Chef)

Library Technician I and II

Early Educator I and II

Resource and Resiliency Worker (*formerly Therapy Assistant*)

Wellness Facilitator I and II – Community Coming Together (CCT)

Cyber School Facilitator

School Liaison Counsellor

Nutrition Coordinator

Nutrition Support Worker

Nutrition School Worker

GENERAL STATEMENT OF FAITH

As part of a commitment to Catholic Education for the students of the Medicine Hat Catholic Board of Education, and as a condition of employment, an individual taking employment within the Division, will undertake to follow, both in and out of your employment with the Division, a lifestyle and deportment in harmony with Catholic Church practices and beliefs which include, among other things, living in harmony with the principles of the Gospel and teachings of the Catholic Church.

Our Mission

In partnership with family, Church, and community, we provide Catholic Education of the highest quality to students.

Our Vision

A Gospel-centered community committed to:

- Learning excellence
- Christian service
- Living as Christ

Our Motto

Showing the Face of Christ to all.

Our Values

Catholic schools share a foundational belief that all children are loved by God, are individually unique and that the school has a mission to help each student to fulfill their God-given potential in all aspects of their persons: physically, academically, socially, morally and spiritually.

The Medicine Hat Catholic Board of Education is committed to supporting inclusive communities that foster care and compassion of the students, families and staff with a complete offering of learning opportunities delivered within the context of Catholic teachings and tradition, and within the means of the Division.

We believe that Catholic education is a ministry that is at the heart of the Church. In our ministry, we value and celebrate:

- Teaching and living our Catholic faith.
- Our Catholic traditions
- Our ability to offer a full range of educational programs to all students.
- That every child is a unique creation who possesses an intrinsic dignity which must always be respected.
- Parents as primary educators. Parents have the first responsibility for the education of their children.

Our Principles of Practice

In our ministry we are called, always and everywhere, to:

- Model Christ
- Prayer
- Service
- Strive for Excellence
- Build Community
- Provide a welcoming, caring, respectful and safe learning environment for staff and students.

Our Commitment

The Catholic Church teaches that:

- a) Respect for the human person entails respect for the rights that flow from their dignity as a person.
n. 1930 Catechism of the Catholic Church

- b) Respect for the human person proceeds by way of respect for the principle that "everyone should look upon his neighbor (without any exception) as 'another self,' above all bearing in mind his life and the means necessary for living it with dignity."
n. 1931 Catechism of the Catholic Church

- c) The duty of making oneself a neighbor to others and actively serving them becomes even more urgent when it involves the disadvantaged, in whatever area this may be. "As you did it to one of the least of these my brethren, you did it to me." (Mt. 25:40)
n. 1932 Catechism of the Catholic Church

- d) With respect to the fundamental rights of the person, every type of discrimination, whether social or cultural, whether based on sex, race, color, social condition, language or religion is to be overcome and eradicated as contrary to God's intent.
n. 1935 Catechism of the Catholic Church

EMPLOYEE COMMENCEMENT AND PAYROLL

1. OFFERS OF EMPLOYMENT

All employees to the Division will be placed in one of four arrangements: Continuous, Renewable Fixed Term (Non Continuous), Fixed-Term (Non Continuous) or Temporary (Non-Continuous) based on the recommendation from the Site-Based Administrator. Employees who are not placed in one of aforementioned arrangements will be in that of a Casual Agreement explained in Article 1.8. Please refer to the **Hourly Support Days Worked** found in the ESS Support Documents link for details on assignment start and end dates, number of days paid per year, including PD days.

1.1 Arrangements

- 1.1.1 **Continuous** – an arrangement that is continuous from year to year. Probationary Period will be defined in your Offer of Employment.
- 1.1.2 **Renewable Fixed-Term** (Non Continuous) – An arrangement between two fixed dates and automatically concludes at the end of the Term; with the possibility of renewal dependent on the needs of the Division and the attributes of the individual. The individual would have already served a probation during a prior Fixed Term arrangement.
- 1.1.3 **Fixed-Term** (Non Continuous) – an arrangement between two fixed dates and automatically concludes at the end of the Term. Probationary Period will be defined in your Offer of Employment.
- 1.1.4 **Temporary** (Non Continuous) – an arrangement used for those who are replacing an employee who is absent from a position for a predetermined period of time, exceeding 90 days. Probationary Period will be defined in your Offer of Employment.
- 1.1.5 **Casual Agreement** – an agreement to be used for short term/sporadic employment. This agreement would be less than 90 continuous calendar days in the same assignment.
 - 1.1.5.1 All interested applicants in a Casual Agreement must complete and submit to the Human Resources and Benefits Officer a SUBSTITUTE SUPPORT STAFF APPLICATION FORM before employment commences. Applicants must sign the Declaration located on the application form. These forms will be considered a written employment agreement.

1.2

- 1.2.1 **Break in Service** is defined as a separation from employment for a length of time over 90 days (not including July and August). Any return to an Assignment with the Division following a break in service is considered a rehire.
 - Entitlement to experience increments shall be subject to experience, including Division experience, deemed relevant to the position.
 - Three month probation period must be served for benefit eligibility.
- 1.2.2 **Interruption in Service** is defined as a separation from employment for a length of time under 90 days (not including July and August), due to the unavailability of an assignment.
 - Entitlement to experience increments shall be subject to experience, including Division experience, deemed relevant to the position.
 - Probation period is waived for benefit eligibility.
- 1.2.3 **Terminations and Resignations** are treated the same as Break in Service, no matter the length of time, you will be considered a rehire.

1.3 Upon receipt of a Personnel Requisition, the Human Resources and Benefits Officer will create an Offer of Employment authorized by the Superintendent of Schools. A meeting then needs to be scheduled by the employee with Human Resources prior to beginning the assignment.

1.4 Before employment commences, all employees must complete a SUPPORT STAFF APPLICATION FORM. The Declaration located on the application form must be signed. All required supporting documentation, as outlined on the application form, must be provided to

the Human Resources and Benefits Officer immediately upon the signature of acceptance of the Offer of Employment and before the first day of employment.

1.5 All Offers of Employment will consider relevant post-secondary education and/or relevant experience. The Site-Based Administrator and/or Central Office Designate in consultation with the Human Resources and Benefits Officer, will recommend Grid/Step Placement with the final recommendation determined by the Superintendent of Schools. Remuneration is explained for each Group under Classification Parameters (pages 19-64).

1.5.1 In no case shall a new employee commence at the maximum salary.

1.6 All offers of employment will reflect the assignment as hours per week as well as Full Time Equivalent. Full Time Equivalent will be reflected as FTE throughout this document. The FTE Calculation for each Job Classification/Description is described on page 65.

1.7 Part-Time is any agreement less than 1.0 FTE.

Part-Time employees acknowledge and agree the Board may vary the amount of FTE time the employee is scheduled to work as the needs and the duties may vary.

FREEDOM OF INFORMATION & PROTECTION OF PRIVACY, CONFIDENTIALITY

2 The employee covenants and agrees that he/she understands and will abide by the requirements of both the privacy and access provisions of the Freedom of Information and Protection of Privacy Act of Alberta and any regulations thereto, and shall both respect and maintain privacy and confidentiality entitlements of students, parents, staff, the school and the Employer, all in accordance with the requirements of the Freedom of Information and Protection of Privacy Act and any regulations or Division policies related thereto.

It is understood and agreed that all information pertaining to the Employer's business to which you become privy through your employment will be maintained strictly confidential and will not, in any circumstance be disclosed or used by you without the express consent of the Employer. This confidentiality requirement applies during the course of your employment and following the conclusion of your employment.

BENEFITS

3 GENERAL ELIGIBILITY

Employee benefits are available provided the employee meets the eligibility criteria. Eligible employees will co-ordinate benefits with the Human Resources and Benefits Officer immediately upon the Offer of Employment. Benefit coverage is on a 12-month basis while an employee has continuous employment with the Division. Eligibility will be determined as follows per the Offer of Employment:

3.1 Continuous Arrangement

3.1.1 The employee works at least .50 FTE or greater

3.1.1.1 Fulltime Secretarial Staff

37.5 hours per week = 1.0 FTE

3.1.1.2 Fulltime Learning Assistant staff

35 hours per week = 1.0 FTE

3.1.1.3 Fulltime Wellness Facilitator staff

35 hours per week = 1.0 FTE

3.1.1.4 Fulltime School Liaison Counsellor

35 hours per week = 1.0 FTE

(All other Groups not defined see page 61; FTE/Hours calculation chart)

3.1.2 Eligible employees will co-ordinate benefits with the Human Resources and Benefits Officer immediately upon the acceptance of the Offer of Employment.

3.1.3 Employees who commence employment below .50 FTE and receive an increase to their FTE greater than or equal to .50 within the school year, will be eligible for benefits, providing they have already served the three month probation period prior to April 1st.

3.2 Renewable Fixed-Term (Non Continuous) Arrangement

3.2.1 The employee works at least .50 FTE or greater.

- 3.2.2 The employees who commence employment or would otherwise become eligible for benefits on or after April 1st will not be eligible for benefits for that school year.
- 3.2.3 Eligible employees will coordinate benefits with the Human Resources and Benefits Officer immediately upon the acceptance of the Offer of Employment. Employees will be placed in a waiting period of 90 days if they have had a break in service. Benefits will commence as outlined in Article 3.2.5.
- 3.2.4 Employees who commence employment below .50 FTE and receive an increase to their FTE greater than or equal to .50 within the school year, will be eligible for benefits, providing they have already served the three month probation period prior to April 1st.
- 3.2.5 An employee becoming eligible to begin benefits between the 1st and payroll cutoff in the month will commence benefits on the first of that month. For example: eligible on November 10th, commence benefits November 1st. An employee becoming eligible to begin benefits between payroll cutoff and the last day of the month will commence benefits on the first of the following month. For example: eligible on November 20th, commence benefits on December 1st.

3.3 Fixed-Term / Temporary (Non Continuous) Arrangement

- 3.3.1 The employee works at least .50 FTE or greater.
- 3.3.2 Employees who commence employment or would otherwise become eligible for benefits on or after April 1st will not be eligible for benefits for that school year.
- 3.3.3 Eligible employees will co-ordinate benefits with the Human Resources and Benefits Officer immediately upon the acceptance of the Offer of Employment. Employees will be placed in a waiting period of 90 days. Benefits will commence as outlined in Article 3.3.5.
- 3.3.4 Employees who commence employment below .50 FTE and receive an increase to their FTE greater than or equal to .50 within the school year, will be eligible for benefits, providing they have already served the three month probation period prior to April 1st.
- 3.3.5 An employee becoming eligible to begin benefits between the 1st and payroll cutoff in the month will commence benefits on the first of that month. For example: eligible on November 10th, commence benefits November 1st. An employee becoming eligible to begin benefits between payroll cutoff and the last day of the month will commence benefits on the first of the following month. For example: eligible on November 20th, commence benefits on December 1st.

3.4 Casual Agreement

- 3.4.1 Employees are not eligible for benefit coverage under the employer.
- 3.4.2 Employees may be eligible to apply for benefits with the Division provider Alberta School Employee Benefit Plan (ASEBP) benefit coverage for casual staff. Inquiries can be directed to Human Resources for more information.
- 3.4.3 Additional Casual hours worked greater than assigned FTE are not used toward calculation of eligibility for benefits.

4 BENEFIT COVERAGE

The Employment Insurance rebate will be shared according to Section 64 (4) of the Employment Insurance Act by the benefits contained in this handbook.

- 4.1 For employees in a Continuous Arrangement with the Division on or prior to September 30, 2006, the Board agrees to pay 100% of the employees benefit premiums contingent on eligibility as per Article 3.

- 4.2 and under the provisions of the benefit provider.

Currently, Alberta School Employee Benefit Plan (ASEBP), provides the following benefits:

- 4.1.1 *Life Insurance: Plan 2
- 4.1.2 *Accidental Death and Dismemberment: Plan 2
- 4.1.3 *Extended Disability: Plan D
- 4.1.4 Extended Health Care: Plan 1
- 4.1.5 Dental Care: Plan 3
- 4.1.6 Employee and Family Assistance Program

4.1.7 Health Spending Account

These (*) benefits are mandatory as a condition of employment.

The employer paid portion of Life and Accidental Death and Dismemberment is a taxable benefit.

- 4.2 For employees who commenced employment with the Division on or after August 28, 2006, the Board agrees to pay a prorated benefit premium based on an employee's assigned FTE, contingent on eligibility as per Article 3 and under the provisions of the benefit provider. *The assigned FTE indicates the percentage of the benefit premium that will be paid by the Board and the remainder will be paid by the employee. Prior to eligibility, Enrolment Form/Waiver Form must be completed.

Currently, Alberta School Employee Benefit Plan (ASEBP), provides the following benefits:

- 4.2.1 *Life Insurance: Plan 2
- 4.2.2 *Accidental Death and Dismemberment: Plan 2
- 4.2.3 *Extended Disability: Plan D
- 4.2.4 Extended Health Care: Plan 1
- 4.2.5 Dental Care: Plan 3
- 4.2.6 Employee and Family Assistance Program
- 4.2.7 Health Spending Account

These (*) benefits are mandatory as a condition of employment.

The employer paid portion of Life and Accidental Death and Dismemberment is a taxable benefit.

- 4.3 Health Spending Allowance Credits are based on FTE and calculated monthly. Employees who commence employment or would otherwise become eligible for HSA on or after April 1 will not be eligible for that school year.
- 4.4 ASEBP information outlining the Benefit Plan is accessible to all employees online and in printable form at www.asebp.ca. For explanation of the information, please contact ASEBP directly. It is important to acquaint yourself with the plan provisions.

5 VOLUNTARY ACCIDENTAL DEATH & DISMEMBERMENT (AD&D)

The voluntary plan is provided through iA financial Group and the amount of insurance coverage available for single or family is: \$25,000, \$50,000, \$100,000, \$150,000, \$200,000, \$250,000, \$300,000, \$350,000, \$400,000, \$450,000, \$500,000. The cost of single insurance is \$0.025 per month for each \$1000 of insurance and family insurance is \$0.04 per month for each \$1000 of insurance. If you are interested in signing up for this please contact the Human Resources and Benefits Officer for an application form.

6 NOTIFICATION FOR PAYROLL AND EMPLOYEE BENEFIT CHANGES

It is the employees' responsibility to immediately contact the Human Resources and Benefits Officer upon startup of employment, change to assignment or designation, termination of employment, or any change to address, dependents, beneficiaries, marital status or other personal status applicable to benefits and payroll coverage. It is the responsibility of the employee to directly contact the Human Resources and Benefits Officer located at Central Office immediately upon the effective date of the change. Changes to position/salary/status will be communicated and verified by Staffing Notification (.pdf) via email.

7 TAXATION. CANADA PENSION AND EMPLOYMENT INSURANCE

- 7.1 All employees must complete a Federal and Provincial Personal Tax Credit return on commencement of employment. Thereafter, new TD-1 Federal and TD-1 Alberta forms can be completed whenever an individual requires a change.
- 7.2 Canada Pension Plan and Employment Insurance contributions are deducted as appropriate.

8 PENSION PLANS

- 8.1 Group Registered Retirement Savings Plan (Implemented January 2007) – Excludes Secretary Group

All eligible employees will be given a retirement savings account registered with the Canada Revenue Agency (CRA) that provides employees savings towards retirement.

8.1.1 Eligible employees are those described in Article 3.

8.1.2 The Plan is voluntary. An application must be completed to participate.

8.1.3 The Board will contribute an amount equal to or match up to a maximum of 5% of an employee's base monthly earnings. Base earnings are defined as gross earnings.

8.1.4 Employees must contribute at least 1% of base earnings to the Plan to receive the Board's matched contribution.

8.1.5 Contributions will be invested into an "individual" RRSP account with Royal Bank of Canada Group RSP. www.rbcroyalbank.com

8.1.6 The Board's contribution is a taxable benefit.

8.1.7 Contributions to the Plan can be stopped at any time by providing 30 days' notice to the Human Resources and Benefits Officer. An employee will be allowed to commence, re-commence, or change contribution amounts twice per year. Arrange an appointment with Human Resources prior to payroll cut off in February and October.

8.1.8 Once the employee has completed the RBC RRSP Payroll Deduction Authorization form from HR indicating their intent to participate or decline the Group RRSP Plan, an RBC representative will invite the employee to open up an account for their allocated gross earning contributions (between 1-5%), and the employee will appoint their designated beneficiary(ies). Employees may update their demographics (i.e. address) via their online banking (quickest method), or by contacting the Dedicated Group Member line at: 1-888-769-2566 and at prompt say "Group RRSP" for advisor assistance with desired changes.

8.1.9 Employees on an unpaid leave of absence are not eligible for payroll deducted contributions to the Plan; therefore, no employer contributions will be made to the employee's account during such a leave.

8.1.10 All withdrawal requests will be made using the [RBC Group Savings Plan Notice of Withdrawal Form](#) (in writing) to the Deputy Superintendent. Withdrawal requests from the Plan that do not fall under the First Time Home Buyer or Life Long Learning Plan will require Deputy Superintendent approval, and then Assistant/Secretary Treasurer approval. Approval will be based on proof that a "hardship" has occurred as defined by the Government of Alberta: [Pensions Financial Hardship General Program and Process](#) (i.e. low income, foreclosure, eviction for rent arrears, first month's rent and security deposit, or medical costs and renovations due to illness or disability). Any amount withdrawn will be included as income for tax purposes.

8.1.11 If contributions cease due to termination of employment or ineligibility, the employee could continue their contributions in a Personal Plan instead of the Group Savings RSP Plan.

8.2 Local Authorities Pension Plan (LAPP) Secretary Group - [Administrative Procedure 419](#)

8.2.1 An employee will be informed when they qualify for LAPP membership at the time of hire, or when they become eligible after serving a successful probationary period of 12 months.

8.2.2 Effective October 1, 2022, membership in LAPP will be compulsory for Secretaries in a probationary/continuous contract that work a minimum of 30 hours per week. Employees who commenced LAPP with the division prior to October 1, 2022, the Board agrees to continue LAPP contributions.

8.2.3 Secretaries that hold a probationary/continuous contract greater than a 0.50 FTE that are not eligible for LAPP will be eligible for the optional Royal Bank of Canada Group RSP as described in 8.) Pension Plans.

8.2.4 Temporary full-time and temporary part-time employees will not be eligible.

8.2.5 School secretaries that participate in the plan earn service will earn pro-rated service based on their FTE (full-time equivalency). Effective January 1, 2016, a Secretary working 1.00 FTE for 205 or more days per year earns 1.00 years of

service; while a Secretary working 0.80 FTE for 205 days or more per years earns 0.80 years of service.

SALARY

9 HOURS OF WORK

Hours of Work are subordinate to Alberta's Employment Standards Code. Due to the complexity and variable schedules of employees in the Division, the Employment Standards Guide outlines the requirements by law and can be used as a general guideline. However, within each program specific hours of work and rest are best determined by the Program Requirements. In all circumstances we must ensure adequate coverage is being considered to meet program requirements while meeting the needs of the individual employee.

- 9.1 The daily hours of work are Monday to Friday with no less than ½ hour of unpaid rest, during each shift over 5 consecutive hours of work.
- 9.2 The daily hours of work shall be at the determination of the Site-Based Administrator and/or Central Office Designate.
- 9.3 Additional Hours to Assigned FTE
 - 9.3.1 If an employee is required to work additional hours, over and above their assigned FTE, as per their offer of employment, the additional hours will need to be submitted by the school secretary, through the Attendance Management System (AMS) as a comment. This will ensure the hours are processed and paid in a timely manner.
 - 9.3.2 Additional hours must be approved by the Site-Based Administrator.
- 9.4 Extra Hours/Overtime Hours (Paid/Time in Lieu)
 - 9.4.1 In order to bank extra/overtime hours, a signed agreement must be in place at the start of each school year.
 - 9.4.2 Extra hours are those hours worked over and above your scheduled shift that do not exceed 8 hours per day or 44 hours per week, whichever is greater.
 - 9.4.3 Overtime is considered all hours worked in excess of 8 hours per day or 44 hours per week.
 - 9.4.4 Extra and overtime hours must be pre-approved by your supervisor prior to working them.
 - 9.4.5 Extra hours are paid or banked 1:1 (time for time).
 - 9.4.6 Overtime hours are paid at 1:1.5 (time for time and a half) or banked at 1:1 (time for time).
 - 9.4.7 Time off must be mutually agreed upon.
 - 9.4.8 Pay and/or time off must be given/taken no later than June 30th each year and cannot be carried forward from one school year to another.
 - 9.4.9 If the time is not given/taken by June 30th, it must be paid out at the rate in place at that time, and will be charged to the School SBDM account.
 - 9.4.10 For secretarial staff only; if the time is not given/taken by July 15th, it must be paid out at the rate in place at that time, and will be charged to the School SBDM account.
 - 9.4.11 The **School Time in Lieu Reporting Form**, found within ESS Support Documents must be submitted to HR when the extra/overtime is taken, but no later than June 30th.

REPORTING ABSENCES

Any absence must be reported to the Site-Based Administrator as soon as possible. Except in emergency circumstances where an employee is prevented from doing so, it is expected that an employee will report an anticipated absence to the Site-Based Administrator or designate as soon as possible. An Absence must be logged through Employee Self Service (ESS). **Support Staff Absence codes** can be found within the ESS Support Documents link. It is the employee's responsibility to log the absence electronically which then will be approved by Site-Based Administrator or designate.

- 2.1 While it is recognized that circumstances arise where employees must be absent from work for legitimate reasons, all employees must understand and accept that, while an absence may be excused, a lack of reporting such absence as soon as possible and within the timeline outlined above is unacceptable and may result in loss of pay as a result of a failure to notify the employer of an absence.

All medical absences longer than three (3) consecutive days require a certificate signed by an attending medical or dental practitioner with a copy to the Site-Based Administrator and a copy to the Human Resources & Benefits Officer in consultation with the Payroll Officer. The note must indicate the estimated length of absence. If an employee does not return before the estimated length noted, a revised medical/dental practitioner certificate will be required.

- 2.2 The Division may require and the employee must arrange to provide a certificate by an attending medical or dental practitioner or report in circumstances other than a 3-day consecutive absence as outlined in Article 10.3, where the Site-Based Administrator has determined, at the Administrator's sole discretion that written confirmation of relevant medical restrictions is required in the circumstances.

- 2.3 When the sickness extends for a period of over one month, the employee may, at the discretion of the Site Based Administrator, be called upon to furnish a further medical certificate at the end of each month during the duration of the sickness.

RATE OF PAY

Continuous, Renewable Fixed-Term, Fixed-Term or Temporary

- 2.4 Salaries are based on the days approved in each school year calendar, job classification, grid placement and the FTE reflected in the offer of employment. Employment start and end dates will be determined by the approved school year calendar. Salary will be paid as per your Job Classification by electronic submission.
- 2.5 All Payroll Documents (i.e. new banking information, tax information, etc.) and all Attendance Management Systems (AMS) comments must be submitted on or before the Payroll cutoff (whenever possible, 10 calendar days before payday is used as cutoff for payroll purposes). Refer to Payroll Calendar found in ESS Support Documents on the E-Services page. Should these documents not be complete or received by payroll cutoff date, the adjustments will be made in the next month's pay period.
- 2.6 Salaries and benefits will be reviewed periodically by the Board.

Casual Agreement

- 2.7 Employees in a Casual Agreement will be compensated as per Step 0 on Grid 1; unless that employee has an assignment in which case they will be paid at their assigned rate.
- 2.8 Casual employees will have the school Secretary submit their hours through the Attendance Management System (AMS) before payroll cutoff. Refer to the payroll calendar found in the ESS Support Documents on the E-Services page for payroll cutoff dates.
- 2.9 Casual employee hours will be recorded by the Absence / Dispatch system through the Employee Self Service portal (ESS) by the school secretary. Casual employees are not able to log their own absences through the Employee Self Service portal (ESS).

3 PAY DAYS

- 3.1 Support staff will be paid by the last banking Friday of the month with the exception of December when staff will be paid on the last teaching Friday. Refer to **Payroll Cutoff and Pay Day Calendar** found in ESS Support Documents on the E-Services page for payroll cutoff dates and pay dates.
- 3.2 Employees will contact the Payroll Officer with discrepancies.
- 3.3 Earning Statements and T4's are provided electronically online.

4 EI BENEFIT AND RECORD OF EMPLOYMENT

Employees that require a Record of Employment (R.O.E.) at school year end, must request in writing to the Payroll Officer on or before June 1. All ROEs are submitted electronically to Service Canada.

5 SUPPLEMENTATION OF WORKERS' COMPENSATION BOARD

All support staff are covered under Workers' Compensation. All accidents must be reported to the employee's direct supervisor and the Occupational Health & Safety Officer immediately. An Employee Accident Report Form must be completed for Workers' Compensation within 72 hours, whether lost time is incurred or not.

If an employee is prevented from performing his/her regular work on account of an occupational accident that is recognized by the Worker's Compensation Board as compensational within the meaning of the Compensation Act, the employer will supplement the award made by the Compensation Board for loss of wages to the employee by such an amount so that the award of the Compensation board for loss of wages, together with the supplementation by the employer will equal 100% of the employee's regular wage. The supplementation by the employer will not be for a period of in excess of six (6) months.

5.1 Occupational Injury Service (OIS)

MHCBE has signed up for Occupational Injury Service (OIS), through WCB. An OIS is a medical clinic specifically for people who are injured at work. The medical professionals at the clinic not only provide timely and appropriate care, they are trained to understand workplace injuries and job demands.

Benefits to attending an OIS Clinic are:

- Provided with a choice of medical Provider
- Fast access to see a doctor and other services such as x-rays, MRI's, etc.
- Access to expert return-to-work coaches
- Learn how to prevent injury and re-injury
- Ensures you, your employer, physician, and WCB are on the same page regarding your injury recovery
- Promotes earlier, safe and sustainable return to work through a focus on modified work.

If you are injured at work, please consider treatment at an OIS Clinic. For further details, please contact Human Resources at 403-527-2292 ext. 1021.

VACATION AND LEAVES

6 VACATION / STATUTORY HOLIDAY PAY

6.1 Vacation Entitlement is as follows:+

0-5 years	6%
6-13 years	8%
14-21 years	10%
22 or more years	12%

6.2 Statutory Holiday pay is currently 5%.

7 LEAVE OF ABSENCE – Per School Year

All leave requests must be made in writing to the Site-Based Administrator who will communicate the leave requests to the Central Office Designate. The Site-Based Administrator will approve the request to the employee by signing and dating the written request. Notification of leaves, in any capacity will be immediately communicated to the Human Resources and Benefits Officer in consultation with the Payroll Officer in cases where salary adjustment is required. Leaves for part-time employees shall be pro-rated.

7.1 Sick Leave

Annual sick leave, with pay, will be granted to the employee for the purpose of obtaining necessary medical or dental treatment because of accident, illness or disability, in accordance with the following schedule:

- 7.1.1 In the first year of service with the Board = 1.5 days per month; after 30 days of employment / service.
- 7.1.2 After one year of employment / service = 90 calendar days.
- 7.1.3 After 90 calendar days of continuous absence due to medical disability, no further salary or benefits shall be paid and the Alberta School Employee Benefits plan shall take effect contingent on eligibility.
- 7.1.4 After each subsequent absence in the same school year, the 90 calendar days shall not be reinstated until the employee has been actively at work for ten (10) consecutive days unless the absence is a result of a new medical condition confirmed by a medical doctor contingent on eligibility.
- 7.1.5 All medical absences longer than three (3) consecutive days require a certificate signed by an attending medical or dental practitioner with a copy to the Site-Based

Administrator and a copy to the Human Resources & Benefits Officer in consultation with the Payroll Officer. The note must indicate the estimated length of absence. If an employee does not return before the estimated length noted, a revised medical/dental practitioner certificate will be required.

- 7.1.6 When the employee leaves the employment of the School Division all sick leave shall be cancelled.

7.2 Family Related Leaves:

7.2.1 Non-Critical - Upon request, temporary leave of absence due to non-critical illness in the employee's household shall be granted up to and including 2 days with pay. Days are based on FTE.

7.2.2 Attending to a spouse or child requiring medical treatment not available in Medicine Hat shall be granted with pay, for up to 2 days per school year.

7.3 Compassionate Leave

7.3.1 Upon request, temporary leave of absence necessitated by the critical illness of a spouse, child, grandchild, parent, brother, sister, parents of spouse, or other relative who is a member of the employee's household shall be granted up to and including 5 days with pay. A medical statement will be required if death does not occur.

7.3.2 Upon request, temporary leave of absence necessitated by the death of a spouse, child, grandchild, parent, brother, sister, parents of spouse or other relative who is a member of the employee's household, shall be granted up to and including 5 days with pay. For combined critical illness and death, not more than ten days.

7.3.3 Upon request, temporary leave of absence necessitated by the death of a grandparent or in-laws, 2 days with pay; uncles, aunts, cousins, nephews and nieces, 1 day with pay.

7.3.4 The Superintendent of Schools may approve additional compassionate leave.

7.4 Maternity Leave

7.4.1 Maternity leave shall be without pay or board contribution to benefit premiums. As of January 1st, 2018, birth mothers can take up to 16 consecutive weeks of unpaid maternity leave. Leave can start any time within the 13 weeks leading up to the estimated due date and no later than the date of birth. Birth and adoptive parents can take up to 62 weeks of unpaid parental leave. Leave can start any time after the birth or adoption of a child, but must be completed within 78 weeks of the date the baby is born or placed with the parents.

7.4.2 Where possible, at least six weeks prior to the commencement of the leave, written notice of intent to take such leave will be forwarded to the Deputy Superintendent or designate along with a medical certificate stating the anticipated date of delivery.

7.4.3 The employer shall implement a Supplementary Employment Benefits Plan that will cover all female employees eligible for sick leave benefits. The employer agrees to pay, during the health-related portion of maternity leave after the birth of the child, a supplementary employment benefit which shall provide employees on maternity leave with an amount so that the total amount received by the employee from Employment Insurance plus the payment received by the employer does not exceed 95% of the employee's normal gross earnings. The remainder of maternity leave not covered by the health related portion shall be at no cost to the employer. The plan shall only be payable for days on which the employee would have worked had she not been absent on maternity leave.

The Plan will be paid for the duration of absence from duties for a health reason related, to pregnancy during maternity leave up to a maximum of ninety (90) consecutive calendar days or the accumulated sick days earned by the employee; whichever is less.

To access the Plan, the employee must:

- a) Prove that they have applied for and are in receipt of EI benefits and that they are incapable of working because of a disability related to pregnancy.
- b) Provide a medical certificate from the employee's attending medical practitioner specifying the health related period (i.e. the period of time the employee is not physically capable of performing employment duties in relation to their pregnancy) of the employee's maternity leave.
- c) Provide proof of the waiting period and weekly earnings from EI. The Plan is payable for a period during which an employee is not in receipt of EI benefits if the only reason for non-receipt is the claimant is serving the one week EI waiting period.

7.4.4 The Board shall pay the portion of the employee's benefits plan premiums as specified in Article 3 for the health related portion of the maternity leave.

7.4.5 At least four weeks prior to the date on which the employee intends to return to work written notice must be forwarded to the Deputy Superintendent or designate.

7.4.6 Following the leave an employee shall be returned to the position held at the commencement of the leave or to a mutually agreed upon position. Failing mutual agreement the employer shall assign the employee to a position similar to that held at the commencement of leave.

7.4.7 For the purpose of this leave, medical certification of proof of pregnancy, birth and requirement of sick leave may be provided by a doctor or a midwife.

7.5 Parental Leave

7.5.1 As mandated by Alberta Employment Standards Guide.

7.6 Paternity Leave

7.6.1 An employee whose spouse gives birth to a child on a school day shall be entitled to a leave of absence with pay for that day, and for the day immediately following the day of birth, if that day is a school day.

7.7 Adoption of a Child

7.7.1 An employee involved in the process of adopting a child shall be entitled to one day leave, with pay, should the adoption authorities demand the employee's presence.

7.8 Jury Duty

7.8.1 An employee who is required to serve as a juror or court witness shall be paid the difference between his/her normal earnings and the payment received for their jury service. The employee must present proof of service and the amount of pay received to the Payroll Officer immediately upon receipt.

7.9 Personal Leave (up to maximum of two days per school year)

7.9.1 Temporary leave of absence without pay of up to a maximum of two calendar days in a school year for full-time and two prorated calendar days in a school year for part-time, shall be granted for not more than two days in any one school year for personal reasons. A written request must be submitted to the Site-Based Administrator giving sufficient time for consideration of the request and to ensure the function of the school will not be disrupted.

7.10 Other Leaves / Information

7.10.1 In rare instances or special circumstances a leave of absence without pay may be granted. A written request must be submitted to the Site-Based Administrator giving sufficient time for consideration of the request. The Site-Based Administrator will inform the Central Office Designate of the final determination.

7.10.2 Leave of Absence notice for continuation of benefit coverage is required to be reported by Human Resources 31 days prior to leave to Alberta School Employee Benefit Plan. Continuation of benefit coverage during the duration of the leave will be at employees cost. No or not sufficient notice will result in no coverage while on leave.

7.10.3 Administrative Procedure 409 – Leave of Absence must be referred to and applicable when appropriate.

7.10.4 Please refer to Employment Standards Guide for a list of job protected leaves and the eligibility requirement.

TRAINING, EDUCATION AND PROFESSIONAL DEVELOPMENT

8 PROFESSIONAL DEVELOPMENT

- 8.1 Employees who have upgraded their qualifications since commencing employment should forward proof of participation, certificates obtained or other relevant documentation to the Human Resources and Benefits Officer for inclusion in their personnel files.
- 8.2 Employees are encouraged to participate in professional development opportunities to enhance knowledge and skills.
- 8.3 Mandatory professional development days will be identified each school year and employees will be compensated as per their Offer of Employment

9 EVALUATION AND JOB DESCRIPTIONS

Initial evaluations will be conducted for all support staff prior to the expiry of an employee's probationary period. A Probationary Period is the 90 day period from date of hire unless otherwise described in the Offer of Employment. Evaluations will be conducted by the Site-Based Administrator or by the appropriate personnel of the school. In instances where the evaluation is conducted by the appropriate personnel, this will be done in consultation with the Site-Based Administrator with the option of a second probationary period should this be required. Evaluations can be initiated by the employer or employee upon request.

- 9.1 Following a successful or a second evaluation, the evaluation will be placed in the employees personnel file.
- 9.2 Following an unsuccessful initial evaluation, a second evaluation may be imposed at the discretion of the Site-Based Administrator, with an ongoing evaluation and supervision for a period of 90 days.
- 9.3 Job Descriptions containing Knowledge, Skills and Attributes are included in this document. Job Descriptions are developed by the Knowledge, Skills and Attributes required for the specific position.
- 9.4 Evaluation tools will determine KNOWLEDGE, SKILLS AND ATTRIBUTES of an employee. Sample Evaluation Tool on pages 68-71 of this document.

TERMINATION

10 END OF ASSIGNMENT

By mid-June of each school year if an assignment has not been confirmed for September or you have been informed that your assignment is ending, the process will be as follows:

Your ASEBP Benefits will end on your last day worked. If your family has a second benefits plan, it is important to let them know that your ASEBP benefits have ended, in order to avoid issues with the billing.

Your final pay will be deposited within the first two weeks of July and will include hours between June pay cutoff and your last day worked in June, along with all remaining "Equalization pay".

Your Record of Employment will be sent electronically to Service Canada, and a hard copy will be mailed to you for your records. Your ROE will be completed after your final pay. You can begin the process by applying for Employment Insurance online as of your last day of work. It is very important to apply in a timely manner to avoid late penalties, or possible loss of eligibility.

Copies of your final earnings statement will be mailed to your home address, as Employee Self Service is only available until your last day of work.

If you have any questions about benefits, please contact Human Resources.

If you have any questions about your pay or your record of employment, please contact Payroll.

11 TERMINATION BY THE EMPLOYER

- 11.1 The employer may terminate your employment at any time, whether during or after the Probationary Period, for cause without notice or compensation in lieu thereof.
- 11.2 The employer may terminate your employment at any time and all arrangements / agreements may be superseded by redundancy.

- 11.3 At any time during the Probationary Period, the employer may terminate your employment for any reason, in its absolute discretion, without notice or salary in lieu thereof. In the event that your Probationary Period is longer than three months or is extended beyond a three month period, the employer will provide one week's notice or salary in lieu thereof in the event of termination.
- 11.4 At any time following the Probationary Period, the employer may terminate or alter your employment for any reason, in its absolute discretion, by providing you with written notice or salary in lieu of notice, or a combination thereof, equal to the minimum requirements of the Employment Standards Code which is outlined in the Employment Standards Guide. No notice or salary in lieu of notice in excess of the minimums of the Employment Standards Code shall be provided.
- 11.5 It is understood and agreed that the above notice of payment in lieu of notice, or combination thereof, is reasonable and adequate notice, and will fulfill all requirements for notice, or payment in lieu of notice imposed by law.
- 11.6 Upon termination or alteration of your employment as set out herein, it is understood that you shall have no further claims against, or be entitled to any further remuneration or compensation from, the employer arising out of the termination or alteration of your employment.

12 TERMINATION BY THE EMPLOYEE

You may terminate your employment at any time by providing to the employer notice in writing, as per Employment Standards, to that effect. The employer may decide, in its sole discretion, to waive your required notice of termination.

13 TERMINATION OTHER TERMS AND CONDITIONS

In the event that your employment is terminated either by you or the employer, you agree that the employer has the right to set off against or deduct from your salary or other entitlements (including but not limited to, any vacation pay or general holiday pay you are entitled to at law, or any salary in lieu of notice payable in accordance with the offer letter) any sum of money that is owing to the employer at the time of termination.

You agree that the employer has the right to enact or invoke policies and procedures governing its employees, and you agree to be bound by all such policies and procedures, except where they specifically contradict the terms of this offer of employment. The employer reserves the right to amend the Support Staff Handbook from time to time. Please note that if there is a conflict between the terms and conditions outlined in the Offer of Employment and Support Staff Handbook, the term and conditions outlined in the Offer of Employment will govern.

14 RETIREMENT

In the event that your employment ends due to retirement, a letter of resignation stating such is required by Human Resources. This letter should be submitted at a minimum of 40 days prior to retirement date. This will provide the employee the opportunity if eligible to continue benefits with Alberta School Employee Benefit Plan as an Early Retiree within the required amount of notice ASEBP requires. As an individual participating in an employer-sponsored ASEBP benefit plan, you can apply to continue your benefits coverage into your retirement, provided you meet the following conditions:

- You are at least age 50 before the date of your retirement.
- You must have been working for an ASEBP participating employer for a minimum of five consecutive years leading up to your retirement.
- You must remain a resident of Canada and be covered by a provincial health care program.
- ASEBP must receive your completed Early Retiree application, available from your employer, at a minimum of 31 days prior to your last day of employment.
- The retirement notice will also ensure the employee is included in the Division Employee Recognition Program for that school year.

JOB CLASSIFICATION / JOB DESCRIPTION
SCHOOL SECRETARY I AND II

Regardless of classification all duties will be assigned by the Site Based Administrator.

- The Clerical Staff shall be classified:
 - Secretary I without post-secondary education
 - Secretary II with post-secondary education

Classification Parameters:

- Relevant Post-secondary education – minimum completion of (1) one year in a certificated program from a recognized post-secondary institution. Post-secondary documentation (Certificate, Diploma, Degree, etc.) must be copied and placed in the personnel file:
 - Within 45 days of commencement of the school year,
 - Within 45 days of commencement of duties
- Until the employee submits proof of post-secondary education documentation, the employee shall be paid according to Grid I.
- Employee is responsible for providing completion of post-secondary education documentation to Human Resources to be communicated to Payroll for salary adjustments.

- Entitlement to experience increments shall be subject to experience, including Division experience, deemed relevant to the position. Each year of relevant or Division experience will entitle an employee to one step on the salary grid. A year of relevant or Division experience shall be any one school year during which the employee works not less than 600 hours. Increments will be processed each September, following the attainment of the 600 hours of experience. Relevant experience must be copied and placed in the personnel file.
 - Within 45 days of commencement of the school year,
 - Within 45 days of commencement of duties
- Until the employee submits proof of relevant experience documentation, the employee shall be paid according to Step 0.
- Employee is responsible for providing relevant experience documentation to Human Resources to be communicated to Payroll for salary adjustments.
- Adjustment dates for changes for support staff experience shall be the commencement of the School year.

- Once an employee without post-secondary education has attained 10 years of evaluated experience, that employee will be treated similarly to post-secondary certificated and be placed on Grid II the following September.

- Secretary I and II shall be school level positions that are under the direction of the Site-Based Administrator.

EMPLOYMENT

An employee shall be employed for ten months of the year based on the approved days in the school year calendar. An employee should be prepared to work in August prior to school opening, and at the discretion of the Site-Based Administrator. The start date each school year will be the Monday prior to the indicated "first day for teachers", as per the Staff School Year Calendar. You are required to work all Instructional and Non-Instructional days. Days worked between the end of the current School Year Calendar and start of the next School Year Calendar are the additional days required to fulfill your current year 205 or 210 obligation and can be coordinated with the school administrator.

COMPETENCIES and QUALIFICATIONS

1. High School Diploma
2. Graduation from a recognized secretarial program or equivalent combination of education and experience.
3. Competent computer skills.
4. Inspired to learn and understand the various levels of a school culture.
5. Professional Development – Workshops & conferences in related field.
6. Compliance with Administrative Procedure 401 – Criminal Records Checks – AB Childrens' Services Intervention Record Check. It is mandatory the employee provide these documents for their personnel file. Employment may be contingent on clear background checks.

SCHOOL SECRETARY I AND II **EXPECTATIONS**

The employee shall support and model faith-filled Christian Catholic Values. Secretaries carry a large public relations responsibility that reaches students, parents of students, teachers, administrators and the Division administrative staff. Secretaries are expected to carry out duties in a well-organized, courteous and efficient manner. The Secretaries, along with the all school staff, take responsibility in establishing a pleasant atmosphere in the school and form amiable relationships with the school community. Secretaries will perform any and all duties as assigned.

RESPONSIBILITIES – KNOWLEDGE, SKILLS, ATTRIBUTES

Administration:

1. Acts as a school receptionist.
2. Provides secretarial duties for the Principal and Vice-Principal.
3. Process all student registrations – in-coming and out-going.
4. Reconcile all school VISA transactions.
5. Manage school general bank account, accounts payable and receivable.
6. Record and review staff absences and sub personnel within the Attendance Management System.
7. Record and review student absences.
8. Exporting and printing reports via accounting system.
9. Process administrative report cards procedures.
10. Prepare all documentation and student records dealing with Alberta Education (sending and downloading of all student marks, guides, etc.)

Management:

1. Deal with high pressure situations and deadlines.
2. Administrator for recording and maintaining PowerSchool.
3. Collect, tabulate and disperse a wide variety of information including: surveys, events, interview, newsletters, field trips, staff social activities.
4. Medication distribution to students with parent consent including: administering first aid for students under the direction of a school administrator.
5. All functions of the Extranet
6. General office and telephone reception.
7. Distribution of mail.
8. Provide technical support and assistance with completion of site based management forms.
9. Maintain filing

Financial:

1. Disburse and prepare records of petty cash.
2. Receipt preparation for all revenues received.
3. Invoice verification and coding for payments.
4. Banking and bookkeeping services for school accounts.
5. Reconcile and input data for general ledger accounts for school generated funds.

Public Relations:

1. Assist with FOIP related issues in consultation with the FOIP Coordinator at Central Office.
2. Liaison between parents, teachers, administrators and school community.
3. Liaison between outside agencies and the school.

The Secretary I and II will be evaluated on Knowledge, Skills and Attributes.

SALARY STIPULATIONS

Salaries are based on the approved school year calendar days including vacation/statutory holidays per Employment Standards Code and Division approved Professional Development Days as outlined in the Offer of Employment.

Salary is calculated on the number of days worked (205 or 210) and paid over 12 months.

Casual Agreement support shall be paid an hourly rate as per Step 0 on Grid I. An employee in a current assignment will be paid at their assignment rate.

Placement on the Grid at the time of employment shall be in accordance with a determination of education and experience and skill level required for the position. In no case shall a new employee commence at the maximum salary.

Step increments will be processed in September based on experience.

JOB CLASSIFICATION / JOB DESCRIPTION
BUSINESS MANAGER I AND II

Regardless of classification all duties will be assigned by the Site Based Administrator.

- The Business Manager Staff shall be classified:
 - Business Manager I without post-secondary education
 - Business Manager II with post-secondary education

Classification Parameters:

- Relevant Post-secondary education – minimum completion of (1) one year in a certificated program from a recognized post-secondary institution. Post-secondary documentation (Certificate, Diploma, Degree, etc.) must be copied and placed in the personnel file:
 - Within 45 days of commencement of the school year,
 - Within 45 days of commencement of duties
- Until the employee submits proof of post-secondary education documentation, the employee shall be paid according to Grid I.
- Employee is responsible for providing completion of post-secondary education documentation to Human Resources to be communicated to Payroll for salary adjustments.
- Adjustment dates for changes for support staff education shall be the commencement of the School year.

- Entitlement to experience increments shall be subject to experience, including Division experience, deemed relevant to the position. Each year of relevant or Division experience will entitle an employee to one step on the salary grid. A year of relevant or Division experience shall be any one school year during which the employee works not less than 600 hours. Increments will be processed each September, following the attainment of the 600 hours of experience. Relevant experience must be copied and placed in the personnel file.
 - Within 45 days of commencement of the school year,
 - Within 45 days of commencement of duties
- Until the employee submits proof of relevant experience documentation, the employee shall be paid according to Step 0.
- Employee is responsible for providing relevant experience documentation to Human Resources to be communicated to Payroll for salary adjustments.
- Adjustment dates for changes for support staff experience shall be the commencement of the School year.

- Once an employee without post-secondary education has attained 10 years of evaluated experience, that employee will be treated similarly to post-secondary certificated and be placed on Grid II the following September.

- Business Manager I and II shall be school level positions that are under the direction of the Site-Based Administrator.

EMPLOYMENT

An employee shall be employed for ten months of the year based on the approved days in the school year calendar. An employee should be prepared to work in August prior to school opening, and at the discretion of the Site-Based Administrator. The start date each school year will be the Monday prior to the indicated "first day for teachers", as per the Staff School Year Calendar. You are required to work all Instructional and Non-Instructional days. Days worked between the end of the current School Year Calendar and start of the next School Year Calendar are the additional days required to fulfill your current year 205 or 210 obligation and can be coordinated with the school administrator.

COMPETENCIES and QUALIFICATIONS

1. High School Diploma
2. Graduation from a recognized Business Administration Diploma, secretarial program or equivalent combination of education and experience, training, self-directed learning, or certified courses will be strongly considered.
3. Competent computer skills.
4. Strong working knowledge of computer operations and Microsoft Office applications, particularly Excel, Word and Publisher.
5. A basic understanding of PowerSchool.
6. Excellent interpersonal and communication skills. Self-directed and organized with a strong sense of team.
7. Exhibit high ethical and professional standards in respecting privacy of confidential student information. Polite and pleasant personality with an ability to work well under pressure in a multi-task environment.
8. Inspired to learn and understand the various levels of a school culture.
9. Professional Development – Workshops & conferences in related field.
10. Compliance with Administrative Procedure 401 – Criminal Records Checks – AB South Region Child & Family Services Intervention Record Check. It is mandatory the employee provide these documents for their personnel file. Employment may be contingent on clear background checks.

BUSINESS MANAGER EXPECTATIONS

The Business Manager carries a large public relations responsibility that reaches students, parents of students, teachers, administrators and the Division administrative staff. They are expected to carry out duties in a well-organized, courteous and efficient manner. The Business Manager, along with the all school staff, take responsibility in establishing a pleasant atmosphere in the school and form amiable relationships with the school community, and will perform any and all duties as assigned. The employee shall support and model faith-filled Christian Catholic Values.

RESPONSIBILITIES – KNOWLEDGE, SKILLS, ATTRIBUTES

Administration:

1. Enter and maintain the School Based budget in MyBudgetFile program and provide reports as needed.
2. Monitor all School Generated Funds (SGF) Budgets; monitor expenses through Budget Manager and provide reports as needed.
3. Monitor staff absences in the Attendance Management System (AMS).
4. Reconcile VISA statements, banking and monthly reconciliations.
5. Credit Enrollment Unit (CEU); tracking to invoice Cyber School (done in January, June and September).
6. Paper tender, textbook and supply orders.
7. Administer Team Lead and Coaching Professional Development Accounts.
8. Exhibiting high ethical and professional standards in respecting privacy of confidential student and staff information.
9. Photocopiers and Postage Machine – monitor lease, maintenance and usage.
10. Collection and receipt of school activity fees.
11. School Fee reconciliation and submission.
12. Alberta School Athletic Association (ASAA) Team Registrations.

13. Grad tickets sales
14. Work with Assistant Secretary Treasurer providing support to Division Business Services Team.

Management:

1. Deal with high pressure situations and deadlines.
2. Must be well organized and able to function in a multi-task environment.
3. All functions of the Extranet.
4. Competency in the use of technology and technology integration of automated systems, including the use of Microsoft Office, KEV Software and PowerSchool.
5. General office administration as required.
6. Provide technical support and assistance with completion of site-based management forms.
7. Maintain filing.

Financial:

1. Disburse and prepare records of petty cash.
2. Receipt preparation for all revenues received.
3. Invoice verification and coding for payments.
4. School Fee reconciliation and submission.
5. Banking, monthly reconciliation and bookkeeping services for school accounts.
6. Reconcile and input data for general ledger accounts for school generated funds.
7. General accounting knowledge with strong analytical skills with attention to detail.

Public Relations:

1. Assist with FOIP related issues in consultation with the FOIP Coordinator at Central Office.
2. Liaison between parents, teachers, administrators and school community.

The Business Manager will be evaluated on Knowledge, Skills and Attributes.

Salary Grid for School Secretary I and II and Business Manager I and II

Grid	Classification	Step	Staffing Notification		
			205 Days	210 Days	Base
I	Secretary I / Business Manager (without post-secondary documentation)	0	S10100	S20100	20.09
		1	S10101	S20101	20.57
		2	S10102	S20102	21.10
		3	S10103	S20103	21.79
		4	S10104	S20104	22.99
		5	S10105	S20105	24.84
II	Secretary II / Business Manager (with post-secondary documentation minimum 1 year recognized institution)	0	S10200	S20200	23.24
		1	S10201	S20201	23.82
		2	S10202	S20202	24.40
		3	S10203	S20203	25.00
		4	S10204	S20204	25.65
		5	S10205	S20205	26.41

Regular Hours, Vacation Pay and Statutory pay of 5% will be reported on separate lines on your earning statement.

SALARY STIPULATIONS

Salaries are based on the approved school year calendar days including vacation/statutory holidays per Employment Standards Code and Division approved Professional Development Days as outlined in the Offer of Employment.

Salary is calculated on the number of days worked (205 or 210) and paid over 12 months.

Casual Agreement support shall be paid an hourly rate as per Step 0 on Grid I. An employee in a current assignment will be paid at their assignment rate.

Placement on the Grid at the time of employment shall be in accordance with a determination of education and experience and skill level required for the position. In no case shall a new employee commence at the maximum salary.

Step increments will be processed in September based on experience.

Paid Days Per Year for Secretary / Business Manager

S1	205	
S2	210	
Maximum number of hours per day		7.5

Annual Base Salary Calculation Sample: Full-time

S1	S10205	= 205 days x 7.5 hrs/day x Base Salary =	Annual Base
S2	S20205	= 210 days x 7.5 hrs/day x Base Salary =	Annual Base

205 days X 7.5 hrs/day X Base Rate = Annual Base Rate

Annual Base Rate X Vacation % = Annual Vacation Pay

Annual Base Rate + Annual Vacation Pay X 5% = Stat Pay

Annual Base Rate + Annual Vacation Pay + Stat Pay = Annual Salary

JOB CLASSIFICATION / JOB DESCRIPTION
LEARNING ASSISTANT I AND II

Regardless of classification all duties will be assigned by the Site Based Administrator.

- Learning Assistants shall be classified:
 - Learning Assistant I will be classified without post-secondary education
 - Learning Assistant II will be classified with post-secondary education

Classification Parameters:

- Relevant Post-secondary education – minimum completion of (1) one year in a certificated program from a recognized post-secondary institution. Post-secondary documentation (Certificate, Diploma, Degree, etc.) must be copied and placed in personnel file:
 - Within 45 days of commencement of the school year,
 - Within 45 days of commencement of duties
- Until the employee submits proof of post-secondary education documentation, the employee shall be paid according to Grid I.
- Employee is responsible for providing completion of post-secondary education documentation to Human Resources to be communicated to Payroll for salary adjustments.
- Adjustment dates for changes for support staff education shall be the commencement of the School year.

- Entitlement to experience increments shall be subject to experience, including Division experience, deemed relevant to the position. Each year of relevant or Division experience will entitle an employee to one step on the salary grid. A year of relevant or Division experience shall be any one school year during which the employee works not less than 600 hours. Increments will be processed each September, following the attainment of the 600 hours of experience. Relevant experience must be copied and placed in the personnel file:
 - Within 45 days of commencement of the school year,
 - Within 45 days of commencement of duties
- Until the employee submits proof of relevant experience documentation, the employee shall be paid according to Step 0.
- Employee is responsible for providing relevant experience documentation to Human Resources to be communicated to Payroll for salary adjustments.

- Once an employee without post-secondary education has attained 10 years of evaluated experience, that employee will be treated similarly to post-secondary certificated and be placed on Grid II the following September.

- Learning Assistant I and II shall be school level positions directly responsible to the Site-Based Administrator. The Learning Assistant will work under supervision of the assigned teacher.

EMPLOYMENT

An employee shall be employed for ten months of the year based on the approved days in the school year calendar. An employee should be prepared to work in August prior to school opening, and at the discretion of the Site-Based Administrator. The School Administrator in consultation with the Central Office Designate will assign number of hours required to meet the programming needs.

COMPETENCIES and QUALIFICATIONS

1. High School Diploma
2. Teacher Assistant/Educational Assistant Certification (optional).
3. Graduation from other recognized programs and/or an equivalent combination of education and experience.
4. Competent computer skills.
5. Professional Development – Workshops & Conferences in related field.
6. Inspired to learn and understand the various levels of a school culture.
7. Compliance with Administrative Procedure 401 – Criminal Records Checks – AB Children's Services Intervention Record Check. It is mandatory the employee provide these documents for their personnel file. Employment may be contingent on clear background checks.

LEARNING ASSISTANT I AND II EXPECTATIONS

The employee shall support and model faith-filled Christian Catholic Values. Although there is a varied list of duties that support staff are expected to carry out, the duties of the support staff are determined by the Learning Assistant's individual qualifications, needs of the students, and the requirements of the teacher. While actual roles and responsibilities will vary depending on individual circumstances, a Learning Assistant will generally be required to perform some or all of the following tasks.

RESPONSIBILITIES – KNOWLEDGE, SKILLS, ATTRIBUTES

Student Support

1. Encourages student independence.
2. Listens effectively and demonstrates appropriate responses to student interactions.
3. Maintains cooperative relationships with students across all grade levels.
4. Demonstrates effective interpersonal support skills.
5. Develops methods of promoting/reinforcing the child's self-esteem.

Instructional Support

1. Assists children in the development of speaking, writing and listening skills.
2. Assists in performing activities.
3. Demonstrates awareness of student/group needs.
4. Reads to students.
5. Prints, writes notes and scribes legibly.
6. Reviews and reinforces concepts and material previously presented by the teacher.
7. Provides prompts and cues through words or actions.
8. Monitors behaviors / skills, redirects students to stay on task.
9. Reinforces organizational strategies/skills and study skills.
10. Coaches students how to ask for help.
11. Follows programs, strategies, exercises, and materials which have been prescribed by teachers.
12. Assists student(s) with prescribed therapies: i.e. speech and language, physiotherapy, etc.
13. Accompanies the student to work experience sites.
14. Assists students in collecting necessary materials for home assignments.
15. Observes and reports any areas of weakness or difficulty in completing assigned tasks.

Implementation of Special Education Plans

1. Helps the teacher to plan, establish, record, implement, and report individual support plan (ISP) goals.
2. Assists in preparation of specialized instructional aids, devices, and materials.
3. Trains for and manages specific and professionally prescribed: medical/hygiene/safety/therapeutic procedures; such as delivery of medications, catheters, needles, blood pressure tests, toilet routines, student hygiene, eating, dressing, speaking, lifting, exercising, and mobility.
4. Implements inclusive practices and promotes student interaction and student independence whenever appropriate.
5. Attends meetings when deemed necessary.

Social and Behavioral Support

1. Assists in the implementation of classroom behavior management plans as directed by the teacher.
2. Redirects inappropriate student behavior in a positive manner.
3. Models, encourages, and reinforces caring and helping attitudes and behaviors between students.

Personal Care and Mobility

1. Assists with physical needs of students (e.g. feeding, toileting, cleanliness, dressing, grooming, positioning, mobility, etc.) as required.

Supporting the Teacher / School

Direct Instructional Support

1. Assists the teacher in locating, preparing, organizing, and distributing instructional materials.
2. Keeps records, documents, reports and maintains information confidentially.
3. Helps with supervision duties on field trips, playgrounds, and washrooms.

Indirect Instructional Support

1. Performs clerical duties such as word-processing, duplicating, emailing, charting, telephoning, delivering, filing, checking in/out library books and filling out forms.
2. Creates displays, bulletin boards, booklets, games, posters, banners, newsletters, and event programs.
3. Assists with school bus, entrance, hallway, library, playground, lunchroom, gymnasium, lab, and classroom supervision.
4. Assists teacher in providing a positive learning environment.

Personal Qualities

1. Demonstrates respect for children and adults.
2. Possess knowledge of school procedures.
3. Understands and abides by educational policies, procedures, programs of study, and guidelines specified by educators, administrators, school division and provincial government departments of education.
4. Demonstrates responsible use of times and resources
5. Demonstrates ethical and confidential conduct at school and in the community.
6. Asks for guidance, input and support as needed.
7. Participates in discussion with professionals with expertise, as needed.
8. Participates in team meetings to enhance program delivery for students.
9. Responsible for students assigned to program.
10. Maintains confidentiality; Demonstrate ethical behavior
11. Ability to relate easily with children of all ages.
12. Ability to work unsupervised; Self-motivated.
13. Responsible behavior toward attendance & work schedule.
14. Promote atmosphere of respect for students and adults.
15. Work as part of a School and Division team.
16. Make a positive contribution to schools' functions & activities
17. Participate in in-service as required.
18. Be knowledgeable of and follow Board policies and procedures.
19. Effectively communicate student progress to teacher, administrator and other staff as appropriate.

The Learning Assistant I and II will be evaluated on Knowledge, Skills and Attributes.

Salary Grid for Learning Assistant I and II

Grid	Classification	Step	Staffing Notification	Base
I	Learning Assistant I (without post-secondary documentation)	0	LA0100	17.99
		1	LA0101	18.89
		2	LA0102	19.86
		3	LA0103	20.82
		4	LA0104	21.87
		5	LA0105	22.95
II	Learning Assistant II (with post-secondary documentation – minimum 1 year recognized institution)	0	LA0200	20.28
		1	LA0201	21.29
		2	LA0202	22.37
		3	LA0203	23.48
		4	LA0204	24.64
		5	LA0205	25.92

Regular Hours; Vacation pay; Statutory pay of 5% will be reported on separate lines of your earnings Statement. Annual Base Rate does not include annual vacation or stat pay.

Salary Stipulations

Salaries are based on the approved school year calendar days including vacation / statutory holidays per Employment Standards Code and Division approved Professional Development Days as outlined in the Offer of Employment.

Employees are paid monthly for the hours worked from payroll cutoff to payroll cutoff (whenever possible, 10 calendar days before payday is used as cutoff for payroll purposes).

Casual Agreement support shall be paid an hourly rate as per Step 0 on Grid I. An employee in a current assignment will be paid at their assignment rate.

Placement on the Grid at the time of employment shall be in accordance with a determination of education and experience and skill level required for the position. In no case shall a new employee commence at the maximum salary.

Step increments will be processed in September based on experience.

Learning Assistant I and II

<p><u>Paid Days Per Year for Learning Assistant Severe and School Based Grades 1-12 (Including Cosmetology)</u></p>

Instructional & PD Days:

Please review the applicable Payroll Calendar by visiting the link below for days worked: [MHCBE Payroll Calendars](#)

Maximum number of hours per day	7
----------------------------------------	----------

Annual Base Salary Calculation Sample: Full-time
 LA0100 = 186 days x 7 hrs/day x Base Salary = Annual Base

Annual Base Rate does not include annual vacation or stat pay.

<p><u>Paid Days Per Year for Learning Assistant at Private Centre and School Based ELP (PUF & Early Ed) and Kindergarten</u></p>

Instructional & PD Days:

Please review the applicable Payroll Calendar by visiting the link below for days worked: [MHCBE Payroll Calendars](#)

Total paid days included in salary	
-------------------------------------------	--

Maximum number of hours per day	7
----------------------------------------	----------

**Annual Base Salary Calculation Sample: , Kindergarten for
 Full-time (Private Centre and School Based ELP (PUF & Early Ed) and Kindergarten**
 LA0100 = 186 days x 7 hrs/day x Base Salary = Annual Base

Annual Base Rate does not include annual vacation or stat pay.

JOB CLASSIFICATION / JOB DESCRIPTION **LIBRARY TECHNICIAN I AND II**

Regardless of classification all duties will be assigned by the Site Based Administrators.

- Library Technicians shall be classified:
 - Library Technician I without post-secondary education
 - Library Technician II with post-secondary education

Classified Parameters:

- Relevant Post-secondary education – minimum completion of (1) one year in a certificated program from a recognized post-secondary institution. Post-secondary documentation (Certificate, Diploma, Degree, etc.) must be copied and placed in personnel file.
 - Within 45 days of commencement of the school year.
 - Within 45 days of commencement of duties
- Until the employee submits proof of post-secondary education documentation, the employee shall be paid according to Grid I.
- Employee is responsible for providing completion of post-secondary education documentation to Human Resources to be communicated to Payroll for salary adjustment.
- Adjustment dates for changes for support staff education shall be the commencement of the School year.

- Entitlement to experience increments shall be subject to experience, including Division experience, deemed relevant to the position. Each year of relevant or Division experience will entitle an employee to one step on the salary grid. A year of relevant or Division experience shall be any one school year during which the employee works not less than 600 hours. Increments will be processed each September, following the attainment of the 600 hours of experience. Relevant experience must be copied and placed in the personnel file:
 - Within 45 days of commencement of the school year.
 - Within 45 days of commencement of duties
- Until the employee submits proof of relevant experience documentation, the employee shall be paid according to Step 0.
- Employee is responsible for providing relevant experience documentation to Human Resources to be communicated to Payroll for salary adjustments.

- Once an employee without post-secondary education has attained 10 years of evaluated experience, that employee will be treated similarly to post-secondary certificated and be placed on Grid II the following September.

- Library Technician I and II shall be school level positions that are under the direction of the Site-Based Administrator of the School. Library Technicians may work under the supervision of an assigned teacher in addition to the Site-Based Administrator

EMPLOYMENT

An employee shall be employed for ten months of the year based on the approved days in the school year calendar. An employee should be prepared to work in August prior to school opening, and at the discretion of the Site-Based Administrator. The School Administrator in consultation with the Central Office Designate will assign number of hours required to meet the programming needs.

COMPETENCIES and QUALIFICATIONS

1. High School Diploma
2. Library Technician Certification (optional)
3. Graduation from other recognized programs and/or an equivalent combination of education and experience.
4. Competent computer skills.
5. Professional Development – Workshops & conferences in related field.
6. Inspired to learn and understand the various levels of a school culture.
7. Compliance with Administrative Procedure 401 – Criminal Records Checks – AB Children's Services Intervention Record Check. It is mandatory the employee provide these documents for their personnel file. Employment may be contingent on clear background checks.

LIBRARY TECHNICIAN I AND II **EXPECTATIONS**

The employee shall support and model faith-filled Christian Catholic Values. The Library Technician position carries a large public relations responsibility that reaches students, parents of students, teachers, administrators and the Division's administrative staff. The Library Technician is expected to carry out duties in a well-organized, courteous and efficient manner. The Library Technician, along with the all school staff, take responsibility in establishing a pleasant atmosphere in the school and form amiable relationships with the school community. The Library Technician will perform any and all duties as assigned.

RESPONSIBILITIES

Library Automation – KNOWLEDGE, SKILLS, ATTRIBUTES

1. Follett Destiny Library Manager
2. Maintain circulation of library materials and textbooks.
3. Maintain client files.

Library Patrons – KNOWLEDGE, SKILLS, ATTRIBUTES

1. Create client files and maintain records regarding client history.
2. Gather reference materials for teaching staff.

Audiovisual Equipment - KNOWLEDGE, SKILLS, ATTRIBUTES

1. Keep accurate record of location, usage and maintenance.
2. Assist staff and students with operation of all audiovisual equipment.

Technical – KNOWLEDGE, SKILLS, ATTRIBUTES

1. Assist students and staff with computer equipment.
2. Assist with Microsoft Office Programs and keyboarding skills.

General Library Duties – KNOWLEDGE, SKILLS, ATTRIBUTES

1. File, maintain materials and update collections located in library.
2. Co-ordinate library and computer bookings
3. Co-ordinate reading incentive programs
4. Library orientation for patrons
5. Create attractive and inviting displays.
6. Budget library funds.
7. Public Performance Reports.
8. Scholastic Book Fair (Elementary Schools).
9. Maintain Distance Learning Materials (High School)

Professional Development – KNOWLEDGE, SKILLS AND ATTRIBUTES

1. Informational meetings with Division Librarians
2. Workshops
3. Attend publisher displays

Interpersonal Skills - KNOWLEDGE, SKILLS AND ATTRIBUTES

1. Supervision of student and parent helpers.
2. Responsible for student discipline and safety.
3. Liaison between library and staff.
4. Interaction within school community.

Competencies - KNOWLEDGE, SKILLS AND ATTRIBUTES

1. A combination of education and experience.
2. High School Diploma
3. Significant number of computer courses
4. Experience in library related field.
5. Experience working with children.

The Library Technician I and II will be evaluated on Knowledge, Skills and Attributes.

Salary Grid for Library Technician I and II

Grid	Classification	Step	Staffing Notification	Base
I	Library Technician I (without post-secondary documentation)	0	LB0100	17.99
		1	LB0101	18.89
		2	LB0102	19.86
		3	LB0103	20.82
		4	LB0104	21.87
		5	LB0105	22.95
II	Library Technician II (with post-secondary documentation – minimum 1 year recognized institution)	0	LB0200	20.28
		1	LB0201	21.29
		2	LB0202	22.37
		3	LB0203	23.48
		4	LB0204	24.64
		5	LB0205	25.92

Regular Hours; Vacation pay; Statutory pay of 5% will be reported on separate lines of your earnings Statement.

Salary Stipulations

Salaries are based on the approved school year calendar days including vacation / statutory holidays per Employment Standards Code and Division approved Professional Development Days as outlined in the Offer of Employment.

Employees are paid monthly for the hours worked from payroll cutoff to payroll cutoff (whenever possible, 10 calendar days before payday is used as cutoff for payroll purposes).

Casual Agreement support shall be paid on hourly rate as per Step 0 on Grid I. An employee in a current assignment will be paid at their assignment rate.

Placement on the Grid at the time of employment shall be in accordance with a determination of education and experience and skill level required for the position. In no case shall a new employee commence at the maximum salary.

Step increments will be processed in September based on experience.

Library Technician Paid Days Chart

<u>Paid Days Per Year for Librarian at Elementary, Middle and High School</u>	
<u>Instructional & PD Days:</u> Please review the applicable Payroll Calendar by visiting the link below for days worked: MHCBE Payroll Calendars	
Maximum number of hours per day	7

Annual Base Salary Calculation Sample: Full-time

LB0100 = 186 days x 7 hrs/day x Base Salary = Annual Base

Annual Base Rate does not include annual vacation or stat pay.

JOB CLASSIFICATION / JOB DESCRIPTION
EARLY EDUCATOR I AND II

Regardless of classification all duties will be as assigned by the Site Based Administrator

- Early Educators shall be classified:
 - Early Educator I will be classified without post-secondary education
 - Early Educator II will be classified with post-secondary education

Classification Parameters:

- Relevant Post-secondary education – minimum completion of (1) one year in a certificated program from a recognized post-secondary institution. Post-secondary documentation (Certificate, Diploma, Degree, etc.) must be copied and placed in personnel file:
 - Within 45 day of commencement of the school year.
 - Within 45 days of commencement of duties
 - Until the employee submits proof of post-secondary documentation, the employee shall be paid according to Grid I.
 - Employee is responsible for providing completion of post-secondary education documentation to Human Resources to be communicated to Payroll for salary adjustments.
 - Adjustment dates for changes for support staff education shall be the commencement of the School year.
- Entitlement to experience increments shall be subject to experience, including Division experience, deemed relevant to the position. Each year of relevant or Division experience will entitle an employee to one step on the salary grid. A year of relevant or Division experience shall be any one school year during which the employee works not less than 600 hours. Increments will be processed each September, following the attainment of the 600 hours of experience. Relevant experience must be copied and placed in the personnel file:
 - Within 45 day of commencement of the school year.
 - Within 45 days of commencement of duties
 - Until the employee submits proof of relevant experience documentation, the employee shall be paid according to Step 0.
 - Employee is responsible for providing relevant experience documentation to Human Resources to be communicated to Payroll for salary adjustments.
 - Adjustment dates for changes for support staff experience shall be the commencement of the School year.
- Once an employee without post-secondary education has attained 10 years of evaluated experience, that employee will be treated similarly to post-secondary certificated and be placed on Grid II the following September.
- Early Educator I and II shall be school level positions that are under the direction of the Site-Based Administrator in Coordination with the Central Office Designate. The Early Educator will work under supervision of the assigned teacher.

EMPLOYMENT

An Employee shall be employed for ten months of the year based on the approved days in the school year calendar. An employee should be prepared to work in August prior to school opening, and at the discretion of the Site-Based Administrator. The School Administrator in consultation with the Central Office Designate will assign number of hours required to meet the programming needs.

QUALIFICATIONS:

- Certificate or Diploma in Early Learning and Child Care and/or related education and experience.
- Early learning specialization (courses to include child development, communication, emergent curriculum, and environments).
- Knowledge of child development, language, and literacy principles; gross and fine motor development; learning through play principles and understanding of developmental disorders.
- Knowledge of the challenges and strengths of English Language Learners (ELL) and cultural diversity.
- Knowledge of emerging multi-media technology and equipment, Microsoft programs including Excel, and Google Classroom.
- Knowledge of program planning in early learning.
- Knowledge of workplace safety and awareness of Occupational Health and Safety regulations.
- Strong teamwork skills with the ability to work independently as well as collaboratively with school teams.
- Strong problem-solving skills.
- Strong time management and organizational skills with the ability to manage conflicting priorities.
- Strong verbal and written communication skills.
- Flexible with the ability to work in a fast-paced environment.
- Ability to communicate with sensitivity, diplomacy and tact is essential.
- Ability to maintain a high degree of confidentiality.

EARLY EDUCATOR I AND II EXPECTATIONS

The employee shall support and model faith-filled Christian Catholic Values. Although there is a varied list of duties that support staff are expected to carry out, the duties of the support staff are determined by the Early Educator's individual qualifications, needs of the students, and the requirements of the teacher, including supporting the teacher and the school. While actual roles and responsibilities will vary depending on individual circumstances, an Early Educator will generally be required to perform some or all of the following tasks. The Early Learning Educator is responsible for providing developmentally appropriate programming that effectively addresses the needs of children aged 3 to 6 years old in a school environment. This job involves working with a team that may consist of a Teacher, Therapist and may also include Learning Assistants, as well as other Multi-disciplinary Team (MDT) members, administrators, parents, and school staff.

JOB RESPONSIBILITIES:

- Explore and create developmentally appropriate early learning play experiences including preliteracy, early numeracy, language development, social-emotional learning and motor skill development.
- Create early learning experiences and environments that support learning through play.
- Consult and collaborate with teacher and multi-disciplinary team (MDT) members to ensure continuity with strategies and supports for children with diverse needs.
- Plan and implement small and large group strategies/activities that support the development of skills of identified children.

- Assist in the design, adaption and implementation of programs/strategies with specific children and/or groups of children within the classroom environment as outlined by the therapist/teacher to address a variety of individual needs.
- Design and develop programming based on children's needs and interests in collaboration with multi-disciplinary team (MDT) members.
- Attend multi-disciplinary team meetings as required.
- Guide/facilitate play through intentional planning and document children's progress.
- Communicate with families through documentation and sharing of child's experiences and developmental growth.
- Mediate with children, families, and staff to resolve conflict.
- Provide personal and physical care as required to ensure safety and well being of children.
- Work closely with children, staff and families to nurture relationships and foster growth and development.
- Participate in relevant professional development opportunities to enhance background knowledge in early learning and child development.
- Perform checks and maintenance of equipment and materials, including cleaning and organizing of materials.

Salary Grid for Early Educator I and II

Grid	Classification	Step	Staffing Notification	Base
I	Early Educator I (without post-secondary documentation)	0	EE0100	25.15
		1	EE0101	25.70
		2	EE0102	26.27
		3	EE0103	26.83
		4	EE0104	27.38
		5	EE0105	27.92
II	Early Educator II (with post-secondary documentation – minimum 1 year recognized institution)	0	EE0200	26.27
		1	EE0201	26.83
		2	EE0202	27.38
		3	EE0203	27.92
		4	EE0204	28.48
		5	EE0205	29.03

Regular Hours; Vacation pay; Statutory pay of 5% will be reported on separate lines of your earnings statement.

SALARY STIPULATIONS

Salaries are based on the approved school year calendar days including vacation/statutory holidays per Employment Standards Code and Division approved Professional Development Days as outlined in the Offer of Employment.

Employees are paid monthly for the hours worked from payroll cutoff to payroll cutoff (whenever possible, 10 calendar days before payday is used as cutoff for payroll purposes).

Casual Agreement support shall be paid an hourly rate as per Step 0 on Grid I. An employee in a current assignment will be paid at their assignment rate.

Placement on the Grid at the time of employment shall be in accordance with a determination of education and experience and skill level required for the position. In no case shall a new employee commence at the maximum salary.

Step Increments will be processed in September based on experience.

Early Learning Educators – Paid Days Chart

Paid Days Per Year for Early Learning Educators

Instructional & PD Days:

Please review the applicable Payroll Calendar by visiting the link below for days worked: [MHCBE Payroll Calendars](#)

Maximum number of hours per day

7

Annual Base Salary Calculation Sample: Full-time

EE0100 = 191 days x 7 hrs/day x Base Salary = Annual Base

Annual Base Rate does not include annual vacation or stat pay.

JOB CLASSIFICATION / JOB DESCRIPTION
RESOURCE & RESILIENCY WORKER I AND II

Regardless of classification all duties will be as assigned by the Site Based Administrator

EMPLOYMENT

An Employee shall be employed for ten months of the year based on the approved days in the school year calendar. An employee should be prepared to work in August prior to school opening, and at the discretion of the Site-Based Administrator. The School Administrator in consultation with the Central Office Designate will assign the number of hours required to meet the programming needs.

QUALIFICATIONS:

1. Knowledge of child development, language, and literacy principles; gross and fine motor development; learning through play principles and understanding of developmental disorders.
2. General knowledge of inclusion principles and practices.
3. Knowledge of multi-media technology and equipment, Microsoft, and Apple iPads.
4. Knowledge of workplace safety and awareness of Occupational Health and Safety regulations.
5. Good communication, strong interpersonal skills, friendly/positive attitude.
6. Strong teamwork skills with the ability to work independently as well as collaborate with multi-disciplinary team.
7. Flexible with the ability to work in a fast-paced environment.
8. Exceptional organizational skills and the ability to manage competing priorities and work within tight timelines.
9. Strong problem-solving skills.
10. Ability to communicate with sensitivity, diplomacy and tact is essential.
11. Ability to maintain a high degree of confidentiality.
12. Ability to travel to various locations as required.

SALARY STIPULATIONS

Salaries are based on the approved school year calendar days including vacation/statutory holidays per Employment Standards Code and Division approved Professional Development Days as outlined in the Offer of Employment.

Employees are paid monthly for the hours worked from payroll cutoff to payroll cutoff (whenever possible, 10 calendar days before payday is used as cutoff for payroll purposes).

Casual Agreement support shall be paid an hourly rate as per Step 0 on Grid I. An employee in a current assignment will be paid at their assignment rate.

Placement on the Grid at the time of employment shall be in accordance with a determination of education and experience and skill level required for the position. In no case shall a new employee commence at the maximum salary.

Step Increments will be processed in September based on experience.

Resource & Resiliency Worker – Paid Days Chart

<u>Paid Days Per Year for Resource & Resiliency Assistants</u>	
<u>Instructional & PD Days:</u>	
Please review the applicable Payroll Calendar by visiting the link below for days worked: MHCBE Payroll Calendars	
Maximum number of hours per day	7

Annual Base Salary Calculation Sample: Full-time

TA0100 = 186 days x 7 hrs/day x Base Salary = Annual Base

Annual Base Rate does not include annual vacation or stat pay.

JOB CLASSIFICATION / JOB DESCRIPTION
WELLNESS FACILITATOR I AND II
Community Coming Together (CCT)

Regardless of classification all duties will be assigned by the Site Based Administrator

- Wellness Facilitator shall be classified:
 - Wellness Facilitator I without post-secondary education
 - Wellness Facilitator II with post-secondary education

Classification Parameters:

- Relevant Post-secondary education – minimum completion of (1) one year in a certificated program from a recognized post-secondary institution. Post-secondary documentation (Certificate, Diploma, Degree, Etc.) must be copied and placed in personnel file.
 - Within 45 days of commencement of the school year,
 - Within 45 days of commencement of duties
- Until the employee submits proof of post-secondary documentation, the employee shall be paid according to Grid I.
- Employee is responsible for providing completion of post-secondary education documentation to Human Resources to be communicated to Payroll for salary adjustments.
- Adjustment dates for changes for support staff education shall be the commencement of the School year.

- Entitlement to experience increments shall be subject to experience, including Division experience, deemed relevant to the position. Each year of relevant or Division experience will entitle an employee to one step on the salary grid. A year of relevant or Division experience shall be any one school year during which the employee works not less than 600 hours. Increments will be processed each September, following the attainment of the 600 hours of experience. Relevant experience must be copied and placed in the personnel file:
 - Within 45 days of commencement of the school year,
 - Within 45 days of commencement of duties
- Until the employee submits proof of relevant experience documentation, the employee shall be paid according to Step 0.
- Employee is responsible for providing relevant experience documentation to Human Resources to be communicated to Payroll for salary adjustments.

- Once an employee without post-secondary education has attained 10 years of evaluated experience, that employee will be treated similarly to post-secondary certificated and be placed on Grid II the following September.

- Wellness Facilitator I and II shall be school level positions under the direction and supervision of the Community Coming Together (CCT) Project Coordinator and Central Office Designate, in consultation with the Site-Based Administrator and teaching staff.

EMPLOYMENT

Effective the beginning of each school year, the Wellness Facilitators shall work the same days as the approved school year calendar, 7 hours per day.

COMPETENCIES and QUALIFICATIONS

1. Diploma / Degree in Human Services Field (ex. Child and Youth Care, Psychology, Social Work) and / or a combination of education and experience.
2. Knowledge of addiction and mental health is required.
3. Professional Development – Workshops & conferences in related field an asset.
4. Proficient in use of Microsoft Word, PowerPoint, Excel and Outlook. Other computer skills an asset.
5. Skilled in presentation of universal mental health promotion activities for children and youth, Preschool – Grade 12.
6. Aptitude for creating school and classroom resources to build mental health capacity within students, staff, and families.
7. Ability to collaborate with local agencies, groups to promote positive mental health messaging and build community partnerships.
8. Comfort in being able to liaison with parents and families to reinforce student learning and educate parents to support their children's mental wellness.
9. Inspired to learn and understand the various levels of a school culture.
10. Compliance with Administrative Procedure 401 – Police Service Criminal Records Check – Alberta Children's Services Intervention Record Check. It is mandatory the employee provide these documents for their personnel file. Employment may be contingent on clear background checks.

WELLNESS FACILITATOR I AND II **EXPECTATIONS**

The employee shall support and model faith-filled Christian Catholic Values. Although there is a varied list of duties that support staff are expected to carry out, the duties of the support staff are determined by the Wellness Facilitator's individual qualifications, needs of the students, and the requirements of the teacher. While actual roles and responsibilities will vary depending on individual circumstances, a Wellness Facilitator will generally be required to perform some or all of the following tasks.

RESPONSIBILITIES – KNOWLEDGE, SKILLS, ATTRIBUTES

Planning and Preparation - KNOWLEDGE, SKILLS, ATTRIBUTES

1. Planning and facilitation of universal groups focusing on mental health themes.
2. Creation of school and classroom resources to build mental health capacity within students, staff and families.
3. Positive communicator and creative thinker.
4. Must have good time management and multitasking skills.
5. Strong organizational skills and ability to work with little supervision.
6. Takes initiative and is able to work independently as well as collaborate with team.
7. Collaboration with Wellness team.
8. Solid working knowledge of Microsoft Office; PowerPoint, Outlook and Excel.

Instructional Strategies and Skills - KNOWLEDGE, SKILLS, ATTRIBUTES

1. Presentation of universal mental health promotion activities for children and youth, Kindergarten to Grade 12.
2. Dynamic presentation skills (including preparation, delivery and evaluation).
3. Assist students with social and emotional regulation.
4. Supporting students in developing social skills.
5. Support students to be successful in an inclusive learning environment.
6. Respond to the individual needs of students.
7. Solid comprehension and practice of personal and professional boundaries.
8. Leadership and knowledge of the mental health and wellness program.
9. Collaboration with local agencies / groups to promote positive mental health messaging and build community partnerships.
10. Ability to work as part of a team as well as autonomously.
11. Encourages student independence.
12. Maintains cooperative relationships with students across all grade levels.

Observation and Data Recording - KNOWLEDGE, SKILLS, ATTRIBUTES

1. Record keeping and required paperwork.
2. Listens effectively and demonstrates appropriate responses to student interactions.
3. Quality of Work.
4. Responsible for ensuring all relevant documentation is in compliance with HIA (Health Information Act), FOIPP, and ensures compliance with all relevant policies.

Interpersonal, Team and Communication Skills - KNOWLEDGE, SKILLS, ATTRIBUTES

1. Must be able to work in a team-orientated environment.
2. Excellent interpersonal skills with an ability to effectively communicate verbally and through written form with students, school, staff and parents.
3. Creative problem-solving and decision-making skills.
4. Understanding of community’s economic, cultural and political environment.
5. Self-motivation, ability to locate and utilize resources.
6. Ability to develop supportive relationships with young people.
7. Able to advocate for and enable others.
8. Resilience and a commitment to personal development.
9. Skilled in Microsoft Office programs and working knowledge of social media.

The Wellness Facilitator (CCT) will be evaluated on Knowledge, Skills and Attributes

Salary Grid for CCT – Wellness Facilitator I and II

Grid	Classification	Step	Staffing Notification	Base
I	Wellness Facilitator I (without post-secondary documentation)	0	WF0100	22.14
		1	WF0101	22.63
		2	WF0102	23.13
		3	WF0103	23.62
		4	WF0104	24.11
		5	WF0105	24.59
II	Wellness Facilitator II (with post-secondary documentation – minimum 1 year recognized institution)	0	WF0200	23.13
		1	WF0201	23.62
		2	WF0202	24.11
		3	WF0203	24.59
		4	WF0204	25.07
		5	WF0205	25.56

Regular Hours; Vacation pay; Statutory pay of 5% will be reported on separate lines of your earnings statement. Annual Base Rate does not include annual vacation or stat pay.

SALARY STIPULATIONS

Salaries are based on the approved school year calendar days including vacation/statutory holidays per Employment Standards Code and Division approved Professional Development Days as outlined in the Offer of Employment.

Employees are paid monthly for the hours worked from payroll cutoff to payroll cutoff (whenever possible, 10 calendar days before payday is used as cutoff for payroll purposes).

Salary is calculated based on the approved school year calendar; 7 hours per day.

Casual Agreement support shall be paid an hourly rate as per Step 0 on Grid I. An employee in a current assignment will be paid at their assignment rate.

Placement on the Grid at the time of employment shall be in accordance with a determination of education and experience and skill level required for the position. In no case shall a new employee commence at the maximum salary.

Step Increments will be processed in September based on experience.

Wellness Facilitator – Paid Days Chart

Paid Days Per Year for CCT - Wellness Facilitators
All Division Schools
(calendar based on the total days reflected on the school year)

Instructional & PD Days:

Please review the applicable Payroll Calendar by visiting the link below for days worked: [MHCBE Payroll Calendars](#)

**Additional hours may be required in July & August. These hours will be preapproved by your supervisor and submitted to Payroll through a timesheet.*

Maximum number of hours per day	7
----------------------------------------	----------

Annual Base Salary Calculation Sample: Full-time CCT Wellness Facilitator

WF0100 = 196 days x 7 hrs/day x Base Salary = Annual Base

Annual Base Rate does not include annual vacation or stat pay.

JOB CLASSIFICATION / JOB DESCRIPTION
Cyber School Facilitator

Regardless of classification all duties will be assigned by the Site Based Administrator

- The Cyber School Facilitator shall be classified:
 - Cyber School Facilitator I without post-secondary education
 - Cyber School Facilitator II with post-secondary education

Classification Parameters:

- Relevant Post-secondary education – minimum completion of (1) one year in a certificated program from a recognized post-secondary institution. Post-secondary documentation (Certificate, Diploma, Degree, etc.) must be copied and placed in personnel file:
 - within 45 days of commencement of the school year,
 - within 45 days of commencement of duties
- Until the employee submits proof of post-secondary documentation, the employee shall be paid according to Grid I.
- Employee is responsible for providing completion of post-secondary education documentation to Human Resources to be communicated to Payroll for salary adjustments.
- Adjustment dates for changes for support staff education shall be the commencement of the school year.

- Entitlement to experience increments shall be subject to experience, including Division experience, deemed relevant to the position. Each year of relevant or Division experience shall be any one school year during which the employee works not less than 600 hours. Increments will be processed each September, following the attainment of the 600 hours of experience. Relevant experience must be copied and placed in the personnel file.
 - within 45 days of commencement of the school year,
 - within 45 days of commencement of duties
- Until the employee submits proof of relevant experience documentation, the employee shall be paid according to Step 0.
- Employee is responsible for providing relevant experience documentation to Human Resources to be communicated to Payroll for salary adjustments.

- Once an employee without post-secondary education has attained 10 years of evaluated experience, that employee will be treated similarly to post-secondary certificated and be placed on Grid II the following September.

- Cyber School Facilitator I and II shall be school level positions that are under the direction of the Site-Based Administrator.

EMPLOYMENT

An Employee shall be employed for ten months of the year based on the approved days in the school year calendar. An employee should be prepared to work in August prior to school opening, and at the discretion of the Site-Based Administrator.

COMPETENCIES and QUALIFICATIONS

1. High School Diploma
2. Graduation from a recognized secretarial program or equivalent combination of education and experience, or combination of education, experience, training, self-directed learning, or certified courses will be strongly considered.
3. Competent Computer skills.
4. Strong working knowledge of computer operations and Microsoft Office applications, particularly Excel, Word and Publisher.
5. A basic understanding of PowerSchool.
6. Excellent interpersonal and communication skills. Self-directed and organized with a strong sense of team. Exhibit high ethical and professional standards in respecting privacy of confidential student information.
7. Polite and pleasant personality with an ability to work well under pressure in a multi-task environment.
8. Inspired to learn and understand the various levels of a school culture.
9. Professional Development – Workshops & conferences in a related field.
10. Compliance with Administrative Procedure 401 – Criminal Records Checks – Alberta Child & Family Services Intervention Record Check. It is mandatory the employee provide these documents for their personnel file. Employment may be contingent on clear background checks.

CYBERSCHOOL FACILITATOR I AND II **EXPECTATIONS**

The employee shall support and model faith-filled Christian Catholic Values. The Cyber School Facilitator carries a large public relations responsibility that reaches students, parents of students, school staff, and the Division administrative staff. They are expected to carry out duties in a well-organized, courteous and efficient manner. The Cyber School Facilitator, along with all school staff, take responsibility in establishing a pleasant atmosphere in the school and form amiable relationships with the school community, and will perform any and all duties as assigned.

RESPONSIBILITIES – KNOWLEDGE, SKILLS, ATTRIBUTES

Planning and Preparation - KNOWLEDGE, SKILLS, ATTRIBUTES

1. Registering and tracking student attendance and progress for cyber school programming.
2. Create a positive goal-oriented learning environment.
3. Work closely with school staff to ensure student progress appropriately meets program expectations.
4. Process student registrations – in-coming and out-going.
5. Follow administrative report cards procedures.
6. Prepare all documentation and student records dealing with St. Paul's Academy Religious Studies program (sending and downloading of all student marks, guides, etc.)
7. Facilitate students in course completion in a variety of ways including providing assistance with technical issues including scanning documents and requesting final exams from cyber school on-line sites.
8. Assist exam supervision.
9. Work closely with academic counsellor and librarians to coordinate student resources and programming.
10. Photocopy and prepare instructional materials.
11. Communicate with the Division IT staff when technical issues occur.

Management - KNOWLEDGE, SKILLS, ATTRIBUTES

1. Dealing with high pressure situations and deadlines.
2. Administrator for recording and maintaining PowerSchool.
3. All functions of extranet.
4. General office administration as required.
5. Provide technical support and assistance with completion of site-based management forms.
6. Maintain filing.

Public Relations - KNOWLEDGE, SKILLS, ATTRIBUTES

1. Assist with FOIP related issues in consultation with the FOIP Coordinator at Central Office.
2. Liaison between parents, teachers, administrators, and school community.
3. Prepare for and attend parent-teacher interview evenings.

The Cyber School Facilitator will be evaluated on Knowledge, Skills and Attributes

Salary Grid for Cyber School Facilitator I and II

Grid	Classification	Step	Staffing Notification		
			205 Days	210 Days	Base
I	Cyber School Facilitator (without post-secondary documentation)	0	S10100	S20100	20.09
		1	S10101	S20101	20.57
		2	S10102	S20102	21.10
		3	S10103	S20103	21.79
		4	S10104	S20104	22.99
		5	S10105	S20105	24.84
II	Cyber School Facilitator (with post-secondary documentation minimum 1 year recognized institution)	0	S10200	S20200	23.24
		1	S10201	S20201	23.82
		2	S10202	S20202	24.40
		3	S10203	S20203	25.00
		4	S10204	S20204	25.65
		5	S10205	S20205	26.41

Regular Hours; Vacation pay; Statutory pay of 5% will be reported on separate lines on your earning statement. Annual Base Rate does not include annual vacation or stat pay.

SALARY STIPULATIONS

Salaries are based on the approved school year calendar days including vacation / statutory holidays per Employment Standards Code and Division approved Professional Development Days as outlined in the Offer of Employment.

Salary is calculated on the number of days worked (200) and paid over 12 months; 7.5 hours per day.

Casual Agreement support shall be paid an hourly rate as per Step 0 on Grid I. An employee in a current assignment will be paid at their assignment rate.

Placement on the Grid at the time of employment shall be in accordance with a determination of education, experience and skill level required for the position. In no case shall a new employee commence at the maximum salary.

Step Increments will be processed in September based on experience.

Cyber School Facilitator – Paid Days Chart

Paid Days Per Year for Cyber School Facilitator	
CS0200	
Please review the applicable Payroll Calendar by visiting the link below for days worked: MHCBE Payroll Calendars	
Maximum number of hours per day	7.5

Annual Base Salary Calculation Sample: Full-time

CS0200 = 200 days x 7.5hrs/day x Base Salary = Annual Base

Monthly Base Salary Calculation Sample: Twelve Months

CS0200 = Annual Salary/12 months Monthly Base

200 days x 7.5 hrs/day x Base Rate = Annual Base Rate
 Annual Base Rate x Vacation % = Annual Vacation Pay
 (Annual Base Rate + Annual Vacation Pay) x 5% = Stat Pay
 Annual Base Rate + Annual Vacation Pay + Stat Pay = Annual Salary

JOB CLASSIFICATION / JOB DESCRIPTION **School Liaison Counsellor**

Regardless of classification all duties will be assigned by the Site Based Administrator

- The School Liaison Counsellor shall be classified:
 - School Liaison Counsellor with post-secondary education
- Classification Parameters:*
 - Relevant Post-secondary education – Graduation from a recognized Bachelor or Master's Degree program in Social Work, Psychology, or Psychiatric Nursing or other related degree. Post-secondary documentation (Degree, etc.) must be copied and placed in personnel file.
 - Within 45 days of commencement of the school year.
 - Within 45 days of commencement of duties
 - Employee is responsible for providing completion of post-secondary education documentation to Human Resources to be communicated to Payroll for salary adjustments.
- Entitlement to experience increments shall be subject to experience, including Division experience, deemed relevant to the position. Each year of relevant or Division experience will entitle an employee to one step on the salary grid. A year of relevant or Division experience shall be any one school year during which the employee works not less than 600 hours. Increments will be processed each September, following the attainment of the 600 hours of experience. Relevant experience must be copied and placed in the personnel file.
 - Within 45 days of commencement of the school year.
 - Within 45 days of commencement of duties
 - Until the employee submits proof of relevant experience documentation, the employee shall be paid according to Step 0.
 - Employee is responsible for providing relevant experience documentation to Human Resources to be communicated to Payroll for salary adjustments.
 - Adjustment dates for changes for support staff experience shall be the commencement of the School year.
- The School Liaison Counsellor is a school level position that is under the direction of the Site-Based Administrator and the Associate Superintendent of Learning Services.

EMPLOYMENT

An Employee shall be employed for ten months of the year based on the approved days in the school year calendar. An employee should be prepared to work in August prior to school opening, and at the discretion of the Site-Based Administrator. The School Administrator in consultation with the Central Office Designate will assign number of hours required to meet the programming needs.

COMPETENCIES and QUALIFICATIONS

1. High School Diploma.
2. Graduation from a recognized bachelor's or master's Degree program in Social Work, Psychology, or Psychiatric Nursing or other related degree.
3. The School Liaison Counsellor is required to follow the professional code of ethics, as outlined by the professional regulatory body of which he or she is a member in good standing.
4. Strong working knowledge of technology, computer operations and Microsoft Office applications.
5. Good organizational, excellent interpersonal and communication skills. Self-directed and organized with a strong sense of team. Exhibit high ethical and professional standards in respecting privacy of confidential student information.
6. Exceptional personal skills to contribute as an effective team player and to consistently demonstrate a capability in working in a challenging work setting.
7. Inspired to learn and understand the various levels of a school culture.
8. Professional Development – Workshops & conferences in related field.

9. Compliance with Administrative Procedure 401 – Criminal Records Checks – Alberta Child & Family Services Intervention Record Check. It is mandatory the employee provide these documents for their personnel file. Employment may be contingent on clear background checks.

SCHOOL LIAISON COUNSELLOR

EXPECTATIONS

The employee shall support and model faith-filled Christian Catholic Values. Although there is a varied list of duties that are expected to be carried out, the duties are determined in collaboration by the School Liaison Counsellor with students, school staff, parents, Division Administrative staff and Community Agencies. The School Liaison Counsellor, along with all school staff, take responsibility in establishing a pleasant atmosphere in the school and form amiable relationships with the school community, and will perform any and all duties as assigned.

RESPONSIBILITIES – KNOWLEDGE, SKILLS, ATTRIBUTES

Supervision - KNOWLEDGE, SKILLS, ATTRIBUTES

1. Monitors behaviors / skills, redirects students to stay on task.
2. Works within the classroom with teachers to provide a lens that addresses social and emotional needs.

Planning and Preparation - KNOWLEDGE, SKILLS, ATTRIBUTES

1. Must have good organizational skills and be capable of multitasking.
2. Supports and collaborates with students, school personnel, and parents to determine student needs within the school and to identify programs that may fit within the curriculum, as well as pro-active school-wide initiatives to promote student personal and social development.
3. Works with the school division to develop plans for responses to crisis and tragic events and responds to them accordingly.
4. Collaborate with school personnel to support student transitions.
5. Attend monthly CPC meetings as a member of the “wrap around support” team.

Counselling Strategies and Skills - KNOWLEDGE, SKILLS, ATTRIBUTES

1. Provides personal counselling to students on an individual basis who are experiencing social and emotional difficulties; including school based and/or family concerns, etc.
2. Advocate for and assist students and families to access referral to other agencies, community resources and services.
3. Provides crisis management which includes responding to tragic events, performing crisis counselling, administering suicide risk assessments, and participating in threat / risk assessments.
4. Provides small group interventions to respond to students’ identified interests or needs.
5. Assist students with social and emotional regulation; and developing social skills.
6. Support students to be successful in an inclusive learning environment.

Academic and Non-Academic Support and Instruction - KNOWLEDGE, SKILLS, ATTRIBUTES

1. Reinforce skills taught in the classroom.
2. Encourages student independence.
3. Maintains cooperative relationships with students across all grade levels.

Observation and Data Recording - KNOWLEDGE, SKILLS, ATTRIBUTES

1. Maintaining accurate record keeping.
2. Responsible for ensuring all relevant documentation is in compliance with HIA (Health Information Act), FOIP, and ensures compliance with all relevant policies.

Professionalism, Leadership - KNOWLEDGE, SKILLS, ATTRIBUTES

1. Must portray a professional attitude, leadership and knowledge in the areas of School Liaison Counsellor.
2. Advocate for students to access the appropriate programming and services to meet their needs.
3. Inspired and engaged to continually learn to update professional knowledge and skills.

Interpersonal, Team and Communication Skills - KNOWLEDGE, SKILLS, ATTRIBUTES

1. Must be able to work in a team-oriented environment.
2. Liaison with community agencies to come into schools to complete classroom presentations, assemblies and/or staff meetings.

3. Excellent interpersonal skills with an ability to communicate with school staff, students and parents.
4. Facilitate communication between school personnel, students, parents and the community.

The School Liaison Counsellor will be evaluated on Knowledge, Skills and Attributes

Salary Grid for SCHOOL LIAISON COUNSELLOR

Grid	Classification	Step	Staffing Notification	Base
I	School Liaison Counsellor (with post-secondary documentation)	0	BC0100	51.17
		1	BC0101	51.87
		2	BC0102	52.57
		3	BC0103	53.27
		4	BC0104	53.97
		5	BC0105	54.66

Regular Hours; Vacation pay; Statutory pay of 5% will be reported on separate lines of your earnings statement.

Annual Base Rate does not include annual vacation or stat pay.

SALARY STIPULATIONS

Salaries are based on the approved school year calendar days including vacation/statutory holidays per Employment Standards Code and Division approved Professional Development Days as outlined in the Offer of Employment.

Employees are paid monthly for the hours worked from payroll cutoff to payroll cutoff (whenever possible, 10 calendar days before payday is used as cutoff for payroll purposes).

Salary is calculated based on the approved school year calendar; 7 hours per day.

Casual Agreement support shall be paid an hourly rate as per Step 0 on Grid I. An employee in a current assignment will be paid at their assignment rate.

Placement on the Grid at the time of employment shall be in accordance with a determination of education and experience and skill level required for the position. In no case shall a new employee commence at the maximum salary.

Step Increments will be processed in September based on experience.

SCHOOL LIAISON COUNSELLOR – Paid Days Chart

Paid Days Per Year for SCHOOL LIAISON COUNSELLOR All Division Schools

Instructional & PD Days:

Please review the applicable Payroll Calendar by visiting the link below for days worked: [MHCBE Payroll Calendars](#)

15 PD Days + 2 Non-Operational November or February days + 1 added days = 200 days*

All PD days on the “School Year Calendar”

*Position is based on 200 days; therefore, 1 additional day is required at a mutually agreed upon time with Associate Superintendent Learning Services

Maximum number of hours per day

7

Annual Base Salary Calculation Sample: Full-time

BC0100 = 200 days x 7 hrs/day x Base Salary = Annual Base

Annual Base Rate does not include annual vacation or stat pay.

JOB CLASSIFICATION / JOB DESCRIPTION **NUTRITION COORDINATOR**

Regardless of classification all duties will be as assigned by the Site Based Administrator

• **Nutrition Coordinator shall be classified:**

- Nutrition Coordinator I

Classification Parameters:

- Entitlement to experience increments shall be subject to experience, including Division experience, deemed relevant to the position. Each year of relevant or Division experience will entitle an employee to one step on the salary grid. A year of relevant or Division experience shall be any one school year during which the employee works not less than 600 hours. Increments will be processed each September, following the attainment of the 600 hours of experience. Relevant experience must be copied and placed in the personnel file:
 - within 45 days of commencement of the school year,
 - within 45 days of commencement of duties
- Until the employee submits proof of relevant experience documentation, the employee shall be paid according to Step 0.
- Employee is responsible for providing relevant experience documentation to Human Resources to be communicated to Payroll for salary adjustments.

- The Nutrition Coordinator will be a Division level position directly responsible for the School Nutrition Program and delivery in all participating schools. This position will work under supervision of the Division Assigned Lead Administrator.

EMPLOYMENT

An employee shall be employed for ten months of the year based on approved days in the school year calendar. The Nutrition Coordinator should be prepared to work in August prior to school opening, and at the discretion of the Division Assigned Lead Administrator. The Division Assigned Lead Administrator in consultation with the Central Office Designate will assign number of hours required to meet the programming needs.

COMPETENCIES and QUALIFICATIONS

1. High School Diploma/GED
2. Experience in the food and beverage industry.
3. Food Safe Certification
4. Class 5 Drivers License
5. Use of private vehicle (Business insurance required on vehicle used)
6. Inspire to learn and understand the various levels of school culture at all participating schools.
7. Models, encourages, and reinforces student behavior in a positive manner.
8. Compliances with Administrative Procedure 401 – Criminal Records Checks – AB Children's Services Intervention Record Check. It is mandatory the employee provide these documents for their personnel file. Employment may be contingent on clear background checks.

NUTRITION COORDINATOR EXPECTATIONS

The employee shall support and model faith-filled Christian Catholic Values. While actual roles and responsibilities will vary depending on individual circumstances, all positions in the School Nutrition Program will generally be required to perform some or all of the following duties.

RESPONSIBILITIES – KNOWLEDGE, SKILLS, ATTRIBUTES

1. Adheres to all AB Ed School Nutrition Program Grant Guidelines.
2. Directly supervises all Nutrition School Workers.
 - a. Ensures proper training is put in place for all SNP workers
 - b. Ensure proper training is completed for all SNP workers
3. Develops all menu planning for SNP participating schools.
4. Works in team with SNP community vendors / partnerships
 - a. Cypress College
 - b. Monsignor McCoy High School
5. Food
 - a. All Purchasing
 - b. Oversees and checks food quality from all Vendors
 - c. Oversees all Food Prep – follows Food Safe Guidelines
 - d. Confirms pricing with Vendors
 - e. Ensures proper recycling of food between schools
 - f. Oversee all food delivery
6. Oversees all cleaning guidelines in all participating SNP schools.
7. Meets regularly with Division Assigned Lead Administrator on:
 - a. Budget
 - b. AB Education SNP Grant requirements
 - c. Staff
 - d. Visa purchases
 - e. Attends meetings with Site Based Administration and Division Assigned Lead Administrator.
8. Adheres to all Division and School policies and expectations
9. Works with school based administrators of participating schools in the implementation of the Nutrition Program at those schools.
10. Recognizes / participates in all school activities (at St. Louis School) during work hours (including Religious activities)
11. Develops methods of promoting / reinforcing / growing the School Nutrition Program in MCHBE schools.

Nutrition Coordinator will be evaluated on Knowledge, Skills and Attributes

Salary Grid for NUTRITION COORDINATOR

Grid	Classification	Step	Staffing Notification	Base
I	Nutrition Coordinator	0	NC0200	21.23
		1	NC0201	22.24
		2	NC0202	23.21
		3	NC0203	24.23
		4	NC0204	25.18
		5	NC0205	26.15

Regular Hours; Vacation pay; Statutory pay of 5% will be reported on separate lines of your earning statement.

SALARY STIPULATIONS

Salaries are based on the approved school year calendar days including vacation / statutory holidays per Employment Standards Code and Division approved Professional Development Days as outlined in the Offer of Employment.

Employees are paid monthly for the hours worked from payroll cutoff to payroll cutoff (whenever possible, 10 calendar days before payday is used as cutoff for payroll purposes).

Casual Agreement support shall be paid an hourly rate as per Step 0 on Grid I. An employee in a current assignment will be paid at their assignment rate.

Placement on the Grid at the time of employment shall be in accordance with a determination of education, experience and skill level required for the position. In no case shall a new employee commence at the maximum salary.

Step Increments will be processed in September based on experience.

JOB CLASSIFICATION / JOB DESCRIPTION **NUTRITION SUPPORT WORKER**

Regardless of classification all duties will be assigned by the Site Based Administrator.

- **Nutrition Support Worker shall be classified:**
 - Nutrition Support Worker I

Classification Parameters:

- Entitlement to experience increments shall be subject to experience, including Division experience, deemed relevant to the position. Each year of relevant or Division experience will entitle an employee to one step on the salary grid. A year of relevant or Division experience shall be any one school year during which the employee works not less than 600 hours. Increments will be processed each September, following the attainment of the 600 hours of experience. Relevant experience must be copied and placed in the personnel file:
 - within 45 days of commencement of the school year,
 - within 45 days of commencement of duties
 - Until the employee submits proof of relevant experience documentation, the employee shall be paid according to Step 0.
 - Employee is responsible for providing relevant experience documentation to Human Resources to be communicated to Payroll for salary adjustments.
-
- The Nutrition Support Worker will work under the direct supervision of the Nutrition Coordinator.

EMPLOYMENT

An employee shall be employed for ten months of the year based on approved days in the school year calendar. The Nutrition Support Worker should be prepared to work in August prior to school opening, and at the discretion of the Division assigned Lead Administrator. The Division Assigned Lead Administrator in consultation with the Central Office Designate will assign number of hours required to meet the programming needs.

COMPETENCIES and QUALIFICATIONS

1. High School Diploma / GED
2. Experience in the food and beverage industry
3. Food Safe Certification
4. Class 5 Drivers License
5. Use of private vehicle (Business insurance required on vehicle used)
6. Inspire to learn and understand the various levels of school culture at all participating schools
7. Models, encourages, and reinforces student behavior in a positive manner
8. Compliance with Administrative Procedure 401 – Criminal Records Check – AB Children's Services Intervention Record Check. It is mandatory the employee provide these documents for their personnel file. Employment may be contingent on clear background checks.

**NUTRITION SUPPORT WORKER I
EXPECTATIONS**

The employee shall support and model faith-filled Christian Catholic Values. While actual roles and responsibilities will vary depending on individual circumstances, all positions in the School Nutrition Program will generally be required to perform some or all of the following duties.

RESPONSIBILITIES – KNOWLEDGE, SKILLS, ATTRIBUTES

1. Adheres to all AB Ed School Nutrition Program Grant Guidelines
2. Adheres to all Food Prep and Safe Food Handling practices
3. Assists Nutrition Coordinator with all duties assigned
4. Act as Lead Nutrition School Worker at participating schools when there are two staff assigned to the school by the Nutrition Coordinator
5. Works with all School Nutrition Program staff collaboratively
6. Works with school based administrator in the implementation of the School Nutrition Program in assigned participating schools
7. Food transport, delivery and service of food at participating schools
8. Meets all cleaning requirements of spaces used in participating schools.

Nutrition Support Worker will be evaluated on Knowledge, Skills and Attributes

Salary Grid for NUTRITION SUPPORT WORKER

Grid	Classification	Step	Staffing Notification	Base
I	Nutrition Support Worker	0	NW0100	19.16
		1	NW0101	20.11
		2	NW0102	21.07
		3	NW0103	22.06
		4	NW0104	23.03
		5	NW0105	24.03

Regular Hours; Vacation pay; Statutory pay of 5% will be reported on separate lines of your earnings statement.

SALARY STIPULATIONS

Salaries are based on the approved school year calendar days including vacation / statutory holidays per Employment Standards Code and Division approved Professional Development Days as outlined in the Offer of Employment.

Employees are paid monthly for the hours worked from payroll cutoff to payroll cutoff (whenever possible, 10 calendar days before payday is used as cutoff for payroll purposes).

Casual Agreement support shall be paid an hourly rate as per Step 0 on Grid I. An employee in a current assignment will be paid at their assignment rate.

Placement on the Grid at the time of employment shall be in accordance with a determination of education, experience and skill level required for the position. In no case shall a new employee commence at the maximum salary.

Step Increments will be processed in September based on experience.

JOB CLASSIFICATION / JOB DESCRIPTION **NUTRITION SCHOOL WORKER**

Regardless of classification all duties will be as assigned by the Site Based Administrator.

- **Nutrition School Worker shall be classified:**

- Nutrition School Worker I

Classification Parameters:

- Entitlement to experience increments shall be subject to experience, including Division experience, deemed relevant to the position. Each year of relevant or Division experience will entitle an employee to one step on the salary grid. A year of relevant or Division experience shall be any one school year during which the employee works not less than 600 hours. Increments will be processed each September, following the attainment of the 600 hours of experience. Relevant experience must be copied and placed in the personnel file:
 - within 45 days of commencement of the school year,
 - within 45 days of commencement of duties
 - Until the employee submits proof of relevant experience documentation, the employee shall be paid according to Step 0.
 - Employee is responsible for providing relevant experience documentation to Human Resources to be communicated to Payroll for salary adjustments.
-
- The Nutrition School Worker will work under the direct supervision of the Nutrition Coordinator.

EMPLOYMENT

An employee shall be employed for ten months of the year based on approved days in the school year calendar. The Nutrition School Worker should be prepared to work in August prior to school opening, and at the discretion of the Division assigned Lead Administrator. The Division Assigned Lead Administrator in consultation with the Central Office Designate will assign number of hours required to meet the programming needs.

COMPETENCIES and QUALIFICATIONS

1. High School Diploma / GED
2. Experience in the food and beverage industry
3. Food Safe Certification
4. Class 5 Drivers License
5. Use of private vehicle (Business insurance required on vehicle used)
6. Inspire to learn and understand the various levels of school culture at all participating schools
7. Models, encourages, and reinforces student behavior in a positive manner
8. Compliance with Administrative Procedure 401 – Criminal Records Check – AB Children's Services Intervention Record Check. It is mandatory the employee provide these documents for their personnel file. Employment may be contingent on clear background checks.

**NUTRITION SCHOOL WORKER I
EXPECTATIONS**

The employee shall support and model faith-filled Christian Catholic Values. While actual roles and responsibilities will vary depending on individual circumstances, all positions in the Nutrition School Worker will generally be required to perform some or all of the following duties.

RESPONSIBILITIES – KNOWLEDGE, SKILLS, ATTRIBUTES

1. Adheres to all AB Education School Nutrition Program Grant Guidelines
2. Adheres to all food prep and Safe Food Handling practices
3. Assists Nutrition Coordinator and Nutrition Support Worker in the implementation of the School Nutrition Program at the designated school
4. Works with all School Nutrition program staff collaboratively
5. Food transport, delivery and service of food at participating schools
6. Meets all cleaning requirements of spaces used in participating schools

Nutrition School Worker will be evaluated on Knowledge, Skills and Attributes

Salary Grid for NUTRITION SCHOOL WORKER

Grid	Classification	Step	Staffing Notification	Base
I	Nutrition School Worker	0	NE0100	17.03
		1	NE0101	17.87
		2	NE0102	18.75
		3	NE0103	19.64
		4	NE0104	20.54
		5	NE0105	21.48

*Regular Hours; Vacation pay; Stat pay (5%) will be reported on separate lines of your earnings statement.
Annual Base Rate does not include annual vacation or stat pay.*

SALARY STIPULATIONS

Salaries are based on the approved school year calendar days including vacation / statutory holidays per Employment Standards Code and Division approved Professional Development Days as outlined in the Offer of Employment.

Employees are paid monthly for the hours worked from payroll cutoff to payroll cutoff (whenever possible, 10 calendar days before payday is used as cutoff for payroll purposes).

Casual Agreement support shall be paid an hourly rate as per Step 0 on Grid I. An employee in a current assignment will be paid at their assignment rate.

Placement on the Grid at the time of employment shall be in accordance with a determination of education, experience and skill level required for the position. In no case shall a new employee commence at the maximum salary.

Step Increments will be processed in September based on experience.

Paid Days Per Year for Nutrition Coordinator

Instructional & PD Days: Please review the applicable Payroll Calendar by visiting the link below for days worked: [MHCBE Payroll Calendars](#)

Maximum number of hours per day **7**

Annual Base Salary Calculation Sample:
NC0200 = 186 days x 7 hrs/day x Base Salary = Annual Base

Paid Days Per Year for Nutrition Support Worker

Instructional & PD Days: Please review the applicable Payroll Calendar by visiting the link below for days worked: [MHCBE Payroll Calendars](#)

Maximum number of hours per day **7**

Annual Base Salary Calculation Sample:
NW0100 = 186 days x 7 hrs/day x Base Salary = Annual Base

Paid Days Per Year for Nutrition School Worker

Instructional & PD Days: Please review the applicable Payroll Calendar by visiting the link below for days worked: [MHCBE Payroll Calendars](#)

Maximum number of hours per day **7**

Annual Base Salary Calculation Sample:
NE0100 = 186 days x 7 hrs/day x Base Salary = Annual Base

Annual Base Rate does not include annual vacation or stat pay.

Secretary / Business Manager / Cyber School Facilitator
37.5 hours / week / 7.5 hours / day = 1.0 FTE

Hours / Week	FTE	Hours / Week	FTE	Hours / Week	FTE	Hours / Week	FTE	Hours / Week	FTE
2.5	0.07	10	0.27	17.5	0.47	25	0.67	32.5	0.87
3	0.08	10.5	0.28	18	0.48	25.5	0.68	33	0.88
3.5	0.09	11	0.29	18.5	0.49	26	0.69	33.5	0.89
4	0.11	11.5	0.31	19	0.51	26.5	0.71	34	0.91
4.5	0.12	12	0.32	19.5	0.52	27	0.72	34.5	0.92
5	0.13	12.5	0.33	20	0.53	27.5	0.73	35	0.93
5.5	0.15	13	0.35	20.5	0.55	28	0.75	35.5	0.95
6	0.16	13.5	0.36	21	0.56	28.5	0.76	36	0.96
6.5	0.17	14	0.37	21.5	0.57	29	0.77	36.5	0.97
7	0.19	14.5	0.39	22	0.59	29.5	0.79	37	0.99
7.5	0.20	15	0.40	22.5	0.60	30	0.80	37.5	1.00
8	0.21	15.5	0.41	23	0.61	30.5	0.81		
8.5	0.23	16	0.43	23.5	0.63	31	0.83		
9	0.24	16.5	0.44	24	0.64	31.5	0.84		
9.5	0.25	17	0.45	24.5	0.65	32	0.85		

**Resource & Resiliency Worker / Learning Assistant / Library Technician / Early Educator/
Nutrition Staff / Wellness Facilitator**
35 hours / week / 7 hours / day = 1.0 FTE

Hours / Week	FTE	Hours / Week	FTE	Hours / Week	FTE	Hours / Week	FTE	Hours / Week	FTE
2.5	0.07	9.5	0.27	16.5	0.47	23.5	0.67	30.5	0.87
3	0.09	10	0.29	17	0.49	24	0.69	31	0.89
3.5	0.10	10.5	0.30	17.5	.50	24.5	0.70	31.5	0.90
4	0.11	11	0.31	18	0.51	25	0.71	32	0.91
4.5	0.13	11.5	0.33	18.5	0.53	25.5	0.73	32.5	0.93
5	0.14	12	0.34	19	0.54	26	0.74	33	0.94
5.5	0.16	12.5	0.36	19.5	0.56	26.5	0.76	33.5	0.96
6	0.17	13	0.37	20	0.57	27	0.77	34	0.97
6.5	0.19	13.5	0.39	20.5	0.59	27.5	0.79	34.5	0.99
7	0.20	14	0.40	21	0.60	28	0.80	35	1.00
7.5	0.21	14.5	0.41	21.5	0.61	28.5	0.81		
8	0.23	15	0.43	22	0.63	29	0.83		
8.5	0.24	15.5	0.44	22.5	0.64	29.5	0.84		
9	0.26	16	0.46	23	0.66	30	0.86		

CALCULATING ANNUAL SALARY

Annual Base Salary for Hourly Employees is calculated by multiplying

- Maximum hours/day as per classification i.e. Learning Assistant, Librarian, etc.
- Assigned FTE (Full-Time Equivalent)
- Hourly Rate of Pay
- Approved School Year Calendar & Division Approved Professional Development Days

For example:

- Learning Assistant (Middle School)
- Maximum Hours Per Day = 7 (FTE Calculation)
- 25 hours/ week = .71 FTE (FTE Calculation)
- Grid II Step 5 - \$22.72 (FTE Calculation)
- Approved School Year Calendar Instructional Days + PD Days
(2019 - 2020 – Medicine Hat – 186 Days)

Full-time Learning Assistant Annual Base Salary = $(7) * (22.72) * (186) = \text{Annual Base}$

Part-time Learning Assistant $0.71 \text{ FTE} * \text{Annual Base Salary} = \text{Part-time Annual Base}$

Annual Base x % = Annual Vacation Pay

$(\text{Annual Base} + \text{Annual Vacation Pay}) \times 5\% = \text{Stat Pay}$

Annual Base + Annual Vacation + Stat = Annual Salary

CALCULATING EQUALIZATION PAY **(also known as summer pay)**

This section applies to all Support Staff covered within this handbook with the exception of School Secretaries, Business Manager and CyberSchool Facilitator. Employees who commence employment on or after April 1 will not have an equalization calculation for that school year.

The employee earnings statement includes a deduction category in which 17% of net earnings are held back each month. This banked balance is then paid out during the months that have low or no pay, in an effort to equalize your monthly pay throughout the 12 months. Staff should refer to the Payroll Calendar, available on the *Employee Self Service Portal* for months equalization payments will be made. No interest will be paid on the hold back balance.

Some deductions may still be deducted during the summer months (ie computer loan, portion of benefits paid by employee, etc).

Equalization pay is calculated at a rate of 17% of NET PAY. This is determined as 2 months of summer divided by 12 months in a pay year = 2/12.

17% of monthly NET PAY x 10 months maximum = Total Equalization Pay Available

Sample Calculation of Holdback:

NET PAY of \$1,000 – 17% (or \$170) = \$830 NET PAY and \$170 committed as Holdback
\$170 x 10 months = \$1,700 total holdback pay

Disbursement of Holdback to All School Support Staff Employees:

Due to fluctuating cutoff dates in December and January (because of the Christmas break), the number of days paid in either of these months may be reduced. As a result, a percentage of your accumulated equalization pay will be disbursed in order to equalize the pay in the month most greatly affected. Equalization pay at this time will be 25% of your yearly expected holdback.

The July pay period (pay at the end of July) will be lower due to approximately only two weeks' worth of days being included (ie from June 15th – last day of school) in this pay period. As a result, a percentage of your accumulated equalization pay will be disbursed on your July pay in an effort to equalize your monthly pay. Equalization pay in July will be 25% of your yearly expected holdback.

The August pay (pay at the end of August) will be the payout of the remaining balance that has been held back during the year, since the pay period includes no actual days worked. Equalization pay in August will be 50% of your yearly expected holdback.

Possible Factors that may affect the Yearly Expected Holdback Payout: The following is a list of possible exceptions that may affect the yearly expected holdback payout. While the list is extensive other exceptions may apply:

- Late start/hire date
- Change in FTE during the year
- Leave without pay
- More/less than 2 paid professional development days during the year
- Portion of benefits paid by employee
- Computer loan deductions

SAMPLE EVALUATION TOOL

**Medicine Hat Catholic Board of Education
EMPLOYEE PERFORMANCE EVALUATION
SCHOOL BASED – LEARNING ASSISTANT**

Employee Name: _____

Date: _____

Employee Position: _____

School: _____

Name/Position of Evaluator (s): _____

APPRAISAL CODE		
1.	Does Not Meet Standard	Quality of work is inadequate. The performance is below acceptable standard. Cannot perform without assistance and supervision.
2.	Improvement Necessary	Can perform but not without assistance and supervision. Quality of work is barely adequate.
3.	Effective	Mastery of roles and responsibilities is good. Performance is satisfactory but requires some assistance and supervision. The quality of work is average.
4.	Highly Effective	Mastery of roles and responsibilities is very good. Performance meets acceptable standards. Quality of work is commendable.

Please note: use above appraisal code for the following:

A. Catholic Identity

Exhibits respect for all persons

1 2 3 4

Contributes to, and participates in school celebrations and liturgies

1 2 3 4

Creates an environment where faith and community are fostered as an integral component of school climate

1 2 3 4

Supports and models Christian Catholic values

1 2 3 4

Comments:

B. Job Knowledge, Skills, Attributes

Demonstrates knowledge required to perform primary function

1 2 3 4

Is sensitive to the needs of students, sets a positive atmosphere at all times

1 2 3 4

Demonstrates knowledge of the ISP and background and is able to implement student's ISP under the direction of the teacher

1 2 3 4

Is aware of, and helps students follow classroom procedures and expectations

1 2 3 4

Is familiar with and able to use appropriate technology and resources

1 2 3 4

Is resourceful in the resolution of the day to day instructional problems and ensures resolutions focus on the positive, allowing students to maintain dignity

1 2 3 4

Motivates students in a positive way

1 2 3 4

Adapts to changing demands within parameters set by supervisor using innovation and creativity

1 2 3 4

Plans and organizes assigned tasks and works within time frames

1 2 3 4

Documents clear, concise, objective and detailed anecdotal notes. Documents students skill and concept development as outlined in the ISP

1 2 3 4

Uses appropriate positive feedback with students to achieve desired behaviors under the direction of the teacher

1 2 3 4

Comments:

C. Professional Behaviors

Completes assigned tasks

1 2 3 4

Demonstrates punctuality in all aspects of the job

1 2 3 4

Shows genuine interest in students

1 2 3 4

Dress is appropriate to work in identified areas

1 2 3 4

Demonstrates self confidence in filling job responsibilities

1 2 3 4

Practices confidentiality

1 2 3 4

Has knowledge of, keeps up to date and implements school and classroom policy

1 2 3 4

Strives to improve skills and qualifications

1 2 3 4

Participates in school activities

1 2 3 4

Comments:

D. Interpersonal Relationships

Responds positively to and implements supervisor's directions

1 2 3 4

Exhibits personal control

1 2 3 4

Is responsive to constructive criticism

1 2 3 4

Shares responsibilities and duties willingly, works with all students when applicable

1 2 3 4

Develops rapport with students, and supports all students when applicable

1 2 3 4

Works collaboratively with team members

1 2 3 4

Comments:

Commendations: (Consider special talents and skills exhibited)

Areas of Growth:

Name of Supervisor

Position of Supervisor

Signature of Supervisor

Employee Comments:

Signature of Employee

Date

This publication is updated annually

Direct any inquiries to:

**Human Resources
Medicine Hat Catholic Board of Education
1251 – 1st Avenue SW
Medicine Hat, Alberta
T1A 8B4**

Telephone: (403) 502-8366

Fax: (403) 529-0917

This document is available on our website at www.mhcbe.ab.ca



**Medicine Hat Catholic
Board of Education**