

SIMCOE COUNTY DISTRICT SCHOOL BOARD

**MEMORANDUM**

2007-2008: 01

TO: Secondary Principals  
Secondary Vice Principals  
Elementary Principals  
Elementary Vice Principals

FROM: Ruth Bragança  
Superintendent of Human Resource Services  
and Organizational Development  
Lindy Zaretsky  
Superintendent of Student Services and Leadership Development  
Bob Stones  
Principal of Special Education

SUBJECT: **ALLOCATION OF TRANSITIONAL EDUCATIONAL ASSISTANTS**

Transitional Educational Assistants are temporary staff who are assigned to support students demonstrating significant special education needs. Such assignments permit the school to meet the needs of the student while evaluating the student's long term program and support requirements. Transitional Educational Assistants are approved and allocated to schools by the Superintendents of Education. The current standard assignment is sixty-five (65) hours, which is the equivalent of 1.0 FTE for two weeks. These hours may be scheduled as the Principal deems fit to meet the needs of the student.

Transitional Educational Assistants may only be assigned for sixty-five hours, with the option to extend the assignment for one additional block of sixty-five hours with the Superintendent of Education's approval. Repeated extensions of the allocation for the same student will not be permitted.

Questions regarding this memorandum may be addressed to Kim Lintack, Human Resources Officer, at (705) 734-6363 extension 11245 or [klintack@scdsb.on.ca](mailto:klintack@scdsb.on.ca) or Carrie Rumble, EA Coordinator, at extension 11469 or [crumble@scdsb.on.ca](mailto:crumble@scdsb.on.ca).

August 24, 2007