

## Memo #2

**Attention:** PVP's

**Department:** Human Resources

**Contact:** Suzanne Braun and Leslie Mortimore

**Topic:** EA Practicum Mentorship Changes

One of the goals in HR is, and has been, to increase the recruitment and hiring efforts of EA students after successful practicums and employment criteria are met. Surrey College has adjusted their program which has allowed for more students to be moved through the system. Coupled with that we have a number of feeder schools we partner with to place as many of their students into practicums as possible – target is to have zero students that we are unable to place. Those who practicum in a district, typically apply to work with that district.

Great news!!! We are excited to advise we have come to an agreement with CUPE, allowing more opportunities for EA practicum placements.

Going forward, if an EA has a minimum 20 hours per week, approval will be given for that EA to mentor an EA practicum student. As the students must complete a full practicum, any time after 20 hours in a week may be shared in other classrooms, with alternate EA's. This will allow the student to be exposed to a variety of learning situations and provide more coverage at the school level.

Another change is to approve those EA's working in ABA positions to mentor EA students.

***\*\* Please keep in mind that EA students should never been left alone and that they are always in a learning environment ie: not covering breaks.***

We encourage all PVP's to meet with their EA's and identify any staff that fit the adjusted criteria (min. 20 hours/week or EA in ABA Role) that wish to mentor. We rely on, and appreciate, the assistance of EA's to help provide leadership to new students so we can continue to increase our EA recruitment efforts and decrease our "fail to fill" numbers.