## MEMORANDUM

To: Lethbridge School District Contracted Educational Assistants

Date: October 19, 2017

From: Rhonda Aos and Rik Jesse

RE: Providing Documentation of Certification

Educational Assistants working for Lethbridge School District No. 51 fall into 2 levels; Non-Certified Level 1 and Certified Level 2.

To be considered Certified, the requirements are as follows: possess a 2 year Diploma in a program such as; Special Needs Educational Assistant, Child and Youth Care, Early Childhood Education or a University Degree with a minimum of 2 years of relevant credits within Human Services.

Newly hired District 51 staff will need to be evaluated at the time they are hired by providing a copy of Diploma or Degree and supporting transcripts. Transcripts are needed to properly evaluate number of credits and their relevance. Upon approval by Human Resources, certification is applied to those employees having a contract.

Please note that if your documentation was not provided at time of hire, you will only have three **(3) months** from the contract start date to submit it for evaluation. If your documentation does not meet the requirements at the time, but you are continuing your education, you may request a re-evaluation to level 2 at any time in the future.

If you have any questions, please feel free to contact anyone in Human Resources to seek clarification.