

**POLICY 200.13-**  
**ROLE OF THE TEACHER ASSISTANT**

Schools may assign a Teacher Assistant (TA) to function as a liaison between Global Education's course teacher, students and their parents/guardians with a view to supporting the achievement of learning objectives.

1. The Teacher Assistant (TA) is to act in accordance with the following guidelines:
  - 1.1. the TA may support the teacher and student but does not replace the responsibilities of a teacher to plan, instruct, assess and report on student progress.
  - 1.2. assisting the communication between the teacher and student;
  - 1.3. advising the teacher of the school schedule (e.g. holidays, professional development);
  - 1.4. assisting the teacher in addressing challenges specific to a particular class;
  - 1.5. ensuring all tests and examinations are supervised by a qualified teacher, and supporting the academic integrity and honesty of testing and assessment procedures outlined in [Policy 200.6](#);
  - 1.6. complying with all policies and procedures of Global Education for its online learning programs, as amended from time to time (at the following web link <https://globaled.ca/index.php/policy/>)
  - 1.7. acting as a liaison between Global Education and students and their parents/guardians;
  - 1.8. ensuring that students have access to all required devices, software and internet services necessary for them to access the services and participate in online learning;
  - 1.9. consulting and working cooperatively with Global Education to facilitate the delivery of the services and responding to any questions, concerns or complaints from students or their parents/guardians regarding the services;
  - 1.10. advising the teacher of any student misconduct;
  - 1.11. providing the student's schedule for online courses;
  - 1.12. encouraging and supporting students in their learning activities;

- 1.13. ensuring students participate in activities;
- 1.14. consistently monitoring student progress and reporting to the online learning teacher.
- 1.15. assist in troubleshooting technical issues;
- 1.16. assist the teacher in informing parents/guardians regarding student concerns.