



Beautiful Plains School Division

Educational Assistant Assignment Information for Payroll

Please submit to the Coordinator of Student Services no later than the Friday of the first school week in September, within one week of a new hire or in the event of significant assignment change affecting rate of pay.

EA Name: _____

Date: _____

Provide hours per day to the nearest half hour.

HOURS

Speech and Language: _____

English as an Additional Language: _____

Level I/At-risk in special school settings:
(resource, ssp, life-skills, alternate) _____

Level I/At-risk in regular classroom: _____

Level II in special school settings: _____

Level II in regular classroom: _____

Level III in special school settings: _____

Level III in regular classroom: _____

Library Assistant _____

Total Hours: _____

Principal Signature: _____

Date: _____

Coordinator of Student Services Signature: _____

Date: _____