

**SCHOOL DISTRICT NO. 8 (KOOTENAY LAKE)
EDUCATION ASSISTANT & YOUTH & FAMILY
WORKER ASSIGNMENT INFORMATION**

IT IS IMPORTANT THAT ALL REQUESTED INFORMATION BE COMPLETED.

Education Assistant: _____

School: _____ Classroom _____

Student: _____ Grade _____

**Students who are designated as high needs should have a yellow Student Information Binder prepared for subs.

Teacher / Case Manager: _____

****Breakdown of hours need to be recorded****

	Start time	A. M. Break	Lunch	P. M. Break *	Finish Time	Hrs./Day
Mon.						
Tues.						
Wed.						
Thurs.						
Fri.						
					TOTAL Hrs./Wk.	

***If assignment greater than 27.5 hours/wk.**

In order to support your sub it is helpful to **describe** specific needs as indicated above: (or any other helpful information)