

State Teachers Apprenticeship Templates • Madison WI
 Educational Assistant • 03-259042000-01-H
 Exhibit A - Program Provisions

TERM OF APPRENTICESHIP: The term of apprenticeship shall be Hybrid, which has been established to be 24 months of no less than 3,400 hours. In addition to the specified hours, the apprentice must successfully attain the competencies described in these program provisions. Hours of labor shall be the same as established for other skilled employees in the occupation.

PROBATIONARY PERIOD: The probationary period shall be the first 6 months of the apprenticeship. During the probationary period, this contract may be cancelled by the apprentice or the sponsor upon written notice to the Department.

PAID RELATED INSTRUCTION ATTENDANCE: The apprentice shall attend the Wisconsin Technical College System or other approved training provider, as assigned, for paid related instruction four hours per week or the equivalent and satisfactorily complete the prescribed course material for a minimum of 400 hours, unless otherwise approved by the Department. The employer must pay the apprentice for attended related instruction hours at the same rate per hour as for services performed.

WORK PROCESS SCHEDULE: In order to obtain well-rounded training and thereby qualify as a skilled worker in the occupation, the apprentice shall have experience and training in the following areas and shall demonstrate competency, as specified herein. This instruction and experience shall include the following operations but not necessarily in the sequence given. Time spent on specific operations need not be continuous.

<u>Work Process Description</u>	<u>Approximate Hours</u> (Min - Max)
Support student learning during classroom (academic) instruction 1. Work with student groups on academic skills under lead teacher direction 2. Provide one-on-one support for students needing additional help 3. Assist students with completing assignments 4. Assist students with following instructions 5. Supervise students during independent work time 6. Support students with special learning needs or accommodations 7. Present subject matter under lead teacher direction 8. Use learning aids and equipment to support instruction 9. Display student work in an age-appropriate and accessible manner	600
Monitor student progress 1. Observe student performance to record relevant data under Lead Teacher supervision 2. Monitor students' use and care of equipment and materials during learning 3. Support the administration of assessment and grading under Lead Teacher direction 4. Compute and record student learning results 5. Document student work completion and participation 6. Collaborate with Lead Teacher in preparation for teacher-parent conferences regarding student progress or concerns	500
Support students in non-academic settings 1. Monitor hallways, cafeteria and common areas during transitions 2. Support students in following school rules and expectations 3. Provide supervisory support during non-academic school times (i.e. recess, before and after school bus unloading/loading)	250

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4. Support students' transition between activities and locations
5. Support students in practicing everyday life skills
6. Monitor students during school assemblies, special performances, field trips or excursions, etc.

Provide students with social, emotional and behavioral support 550

1. Implement behavior intervention strategies
2. Redirect students who are off-task or displaying challenging behaviors
3. Provide calm-down support for students experiencing emotional distress
4. Help students practice social skills and appropriate interactions
5. Assist with conflict resolution
6. Communicate behavioral observations to teachers and administrators
7. Document behavioral observations
8. Provide positive reinforcement and encouragement to students
9. Organize games and recreational activities
10. Support students in developing self-regulation skills

Assist with support of student health, safety and personal care 200

1. Assist students with basic personal hygiene needs
2. Report signs of student illness or injury
3. Assist students with mobility needs or physical limitations
4. Ensure students follow safety procedures during drills and emergencies
5. Help students locate lost items and organize personal belongings
6. Provide basic first aid under nurse supervision when needed
7. Manage student safety in all supervised environments

Provide classroom and administrative support 600

1. Prepare and organize classroom materials, worksheets, and learning resources
2. Assist with technology setup and troubleshooting
3. Help maintain classroom libraries and learning centers
4. Set up and clean classroom spaces before and after activities
5. Prepare learning environments and classroom visual supports
6. Organize and maintain classroom supplies and equipment
7. Assist with student attendance and record-keeping tasks
8. Help distribute and collect homework, permission slips, and communications
9. Support classroom parties, field trips, and special events
10. Maintain student work portfolios and filing systems
11. Help prepare materials for substitute teachers
12. Support parent-teacher conferences by organizing student work samples
13. Process paperwork related to student activities and programs

Communicate and collaborate with lead teacher(s) and other staff 200

1. Participate in team meetings and student planning discussions
2. Document student progress and behavioral observations
3. Communicate regularly with classroom teachers about student needs and

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achievements

4. Assist with the preparation of various student reports
5. Collaborate with special education staff and related service providers
6. Share relevant student information with appropriate staff members
7. Build positive relationships with students, families, and colleagues
8. Maintain confidentiality of all student information
9. Support school-wide initiatives and improvement efforts
10. Discuss assigned duties with Lead Teacher(s) to coordinate instructional efforts

Participate in professional growth and development 100

1. Participate in school-based professional development and training opportunities
2. Complete required safety training
3. Attend staff meetings and in-service training sessions
4. Implement new educational strategies and techniques
5. Observe experienced teachers and educational assistants to learn best practices
6. Complete continuing education requirements and certifications
7. Participate in personal and professional goal setting
8. Reflect on daily practice and seek feedback from supervisors
9. Stay current with school policies, procedures, and educational trends
10. Stay current with child development and age-appropriate practices
11. Maintain professional standards
12. Develop skills working with all students (diverse populations)

Paid Related Instruction 400

TOTAL 3400

The above schedule is to include all operations and such other work as is customary in the occupation.

MINIMUM COMPENSATION TO BE PAID:

N/A

The base skilled wage rate is N/A per hour.

If the apprentice is covered under a collective bargaining agreement, the wage rate specified by that collective bargaining agreement applies.

If the apprentice is not covered under a collective bargaining agreement, the employer may exceed the base skilled wage rate at their discretion.

An apprentice's rate of pay for overtime shall be increased by the same percentage as the journey worker's rate of pay for overtime is increased in the same industry or establishment.

CREDIT PROVISIONS: The apprentice, granted credit at the start or during the term of the apprenticeship, shall be paid the wage rate of the pay period to which such credit advanced the apprentice.

Work credit hours approved: N/A

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School credit hours approved:

Paid related instruction: N/A

Unpaid related instruction: N/A

Total credit hours to be applied to the term of the apprenticeship: N/A

SPECIAL PROVISIONS:

The apprentice must obtain a (WTCS) Foundations of Teacher Education associate degree to complete the contract.

Paid Related Instruction (PRI) shall consist of four (4) hours per week, during college semester(s) and while in active work status, of paid release time to work on coursework and/or attend classes.

Unpaid Related Instruction (URI) shall include any additional required class time and/or homework necessary to complete the associate degree.