

Education Assistant office
Box 1000 (Courier Address: 9820 120th Ave)
Fort St. John, BC V1J 6K1

Toll Free: 1-866-463-6652 ext. 6234
Direct Phone: 250-787-6234
Direct Fax: 250-787-6222

EA Reference Form

To the Applicant: Please send this form by email to two persons who can give you a professional reference and can speak to your success in a child-related profession/volunteer role. Referees should be familiar with your experiences, interests and abilities relevant to the education assistant field and who have observed your interaction with children/youth.

Applicant's Name:

Click or tap here to enter text.

Date:

Click or tap here to enter text.

To the Referee: The above applicant is interested in enrolling in the Education Assistant program at Northern Lights College.

Education Assistants work in K-12 schools to provide care, support and education to children. Students need to be physically fit in order to carry and lift children and must be able to work under the direction of elementary and secondary school teachers to carry out education and support plans.

There are two parts to this form:

Section 1– Q & A;

Section 2–Checklist rating scale.

Once you have completed both sections and signed this form, please submit it directly to admissions@nlc.bc.ca or via fax to 1-250-787-6222.

Referee's Name:

Click or tap here to enter text.

Referee's Phone:

Click or tap here to enter text.

Referee's Email: Click or tap here to enter text.

Section1 – Q & A:

1. What is your professional relationship to the applicant?

Click or tap here to enter text.

2. How long have you known the applicant in this capacity?

Click or tap here to enter text.

3. In what role and during what time period did you observe the applicant engaged with children/youth?

Click or tap here to enter text.

Section 2 – Checklist Rating Scale

The following list reflects the values contained in Bendtro, Brokenleg, & VanBockern's (2002) Circle of Courage model and those attributes and competences which are integral to success as an Education Assistant. Indicate to what extent you believe the applicant fits each description below. If your experience with the applicant did not give you the opportunity to observe the aspect described, please select "Not Applicable" (NA).

The applicant....	N/A	Emerging	Developing	Demonstrating	Transforming
Connected (The Spirit of Belonging)					
is personable and works well with others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
is sensitive and responsive to the needs and personalities of those around them.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
shows commitment to equity and diversity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
interacts well with children and youth.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
is trustworthy, sets boundaries, and maintains confidentiality.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Competent (The Spirit of Mastery)					
generates clear and well-organized writing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
has strong organization and time management skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
is good at helping others learn new knowledge or skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
is good at creating learning experiences or materials (for example, as a coach, camp counsellor or workshop presenter).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The applicant....	N/A	Emerging	Developing	Demonstrating	Transforming
Caring (The Spirit of Generosity)					
is an active listener (that is, they attend closely to others, attempting to clearly understand their words and meaning).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
communicates clearly with others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
shows a strong interest in children or youth.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Autonomous (The Spirit of Autonomy)					
handles problems, challenges and unexpected situations well.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
works well independently.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
is overall suited for the profession.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Adapted from "PDP Reference Form Questions," by Simon Fraser University Faculty of Education, November 2016

(<http://www.sfu.ca/content/dam/sfu/education/educationresponsive/teachereducation/PDP/PDP%20Reference%20Form%20Questions.pdf>).

Please provide an example of one contribution the applicant could make to children and youth in the classroom setting.

Click or tap here to enter text.

Comments (optional)

Click or tap here to enter text.

Signature: _____

Date: _____

References

- Brendtro, L. K., Brokenleg, M., & Van Bocken, S. (2002). *Reclaiming youth at risk: Our hope for the future* (2nd ed.). Solution Tree Press.
- Simon Fraser University. (2016, November). *Faculty of Education PDP reference form questions*.
<http://www.sfu.ca/content/dam/sfu/education/educationresponsive/teachereducation/PDP/PDP%20Reference%20Form%20Questions.pdf>
- University of Victoria. (2020). *Faculty of Education reference template*.
https://www.uvic.ca/education/curriculum/assets/docs/reference_template_bed.pdf