



OFFICE OF THE SUPERINTENDENT GENERAL

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INTERNAL MEMORANDUM

TO:

**DDGS
CLUSTER CHIEF DIRECTORS
DISTRICT DIRECTORS
SCHOOL PRINCIPALS
CHAIRPERSON - SCHOOL GOVERNING BODY
CIRCUIT MANAGERS
ORGANISED LABOUR
SCHOOL GOVERNING BODY ASSOCIATIONS
CHIEF EDUCATION SPECIALIST – IDS&G
DEPUTY DIRECTORS: HRA&P (CLUSTER OFFICES)
DEPUTY DIRECTORS: HRA&P
ALL OFFICIALS**

FROM: SUPERINTENDENT GENERAL

DATE: 21 SEPTEMBER 2020

SUBJECT: EXTENSION OF EDUCATOR ASSISTANTS CONTRACT APPOINTMENT


1. **Instruction Note: 44 of 2020 – Appointment of Education Assistants in schools** which provides guidance on the appointment of education assistants, **Instruction Note: 47 - return to work of employees who were granted concession to work from home due to having comorbidities** which provides the return to work date for educators who are working from home as a result of Comorbidities and the directive issued on 20 August 2020 regarding the appointment of Educator Assistants bears reference.
2. Instruction Note: 47 stipulates that Educators with comorbidities, who worked from home should return to their workstations by Monday, 21 September 2020. In order to ensure a smooth transition and to allow for educators to be orientated, the Department has decided to extend the contract appointment of Educator Assistants by one additional month – to be two months in total.

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3. This arrangement is only applicable for the Educator Assistants already appointed by SGB's who have submitted the required documentation to the District Offices (HRA&P). SGB's are required to issue an appointment letter to the Educator Assistants extending their appointment for a period of 60 days (two calendar months). The contract for Educator Assistants is only valid for 60 days (two calendar months) – the contract will not be renewed and or extended. School Principals and SGB's are reminded to keep all the documentation related to the appointment of Educator Assistants for future audit purposes.
4. District Directors, Principals, Circuit Managers and District HRA & P officials are to ensure the contents of this Internal Memorandum is distributed to all officials. For enquiries you can contact Mr Qaphela Luthuli at gaphela.luthuli@ecdoe.gov.za or Mr Jose Daniel at jose.daniel@ecdoe.gov.za.

Your full co-operation in this regard is appreciated.

Yours in education,



MR. T.S. KOJANA
SUPERINTENDENT GENERAL
DATE: 21/09/2020