



## Guidelines for Special Education and General Education Teacher Working with Special Education Aides

In order to create a positive partnership between certified staff and special education aides, we want to provide clarification about the roles and the responsibilities of the special education aide.

Supervision vs. evaluation – You are responsible for the supervision of the special education aide but not the evaluation of the special education aide. This means that you oversee his/her work on a daily basis. However, the special aide is evaluated by an administrator.

General Responsibilities: The special education aide assists the special education teacher or general education teacher in meeting the educational, physical, social and emotional needs of special education students. The chart below outlines the special education aide's specific responsibilities.

<b>A special education aide DOES:</b>
<ul style="list-style-type: none"><li>*Assist students individually or in groups under the direction of the certified professional (i.e. special education teacher, general education teacher, or related services professional)</li><li>*Help student(s) to appropriately behave to get their needs met</li><li>*Collect data as instructed by the certified professional</li><li>*Maintain student's daily activity log as needed</li><li>*Participate and attend meetings as directed by certified professional (i.e. special education teacher, general education teacher or related services professional)</li><li>*Assist students in testing situations</li><li>*Provide support in preparing educational materials for the special education student(s)</li><li>*Communicate and collaborate with other members of the student's special education team</li><li>*Guide any independent study, enrichment or remedial work set up by the special education teacher or general education teacher</li><li>*Assist special education student(s) in meeting the goals on their IEP</li><li>*Assist special education student(s) as they move to and from the classroom, labs, washrooms, playground, gymnasium, fieldtrips and other educational settings as determined by the special education teacher</li><li>*Provide support in the areas of personal care, hygiene, and feeding to the special education student(s)</li><li>*Actively participate in professional development according to the district's plans</li><li>*Report to the school office if the student(s) to whom the aide is assigned is absent. An administrator will assign the special education aide for the day</li><li>*Adhere to student confidentiality rights</li><li>*Communicate any concerns about the student or the classroom to the special education/general education teacher</li></ul>
<b>A special education aide DOES NOT:</b>
<ul style="list-style-type: none"><li>*Do general clerical work for the teacher including making copies for the whole class or creating bulletin boards for the general education or special education classroom during student attendance hours</li><li>*Communicate directly with parents</li><li>*Work additional hours/time without written permission from an administrator</li></ul>






In order to create a positive working partnership with the special education aide assigned to your room/program, the general education and/or special education teacher should do the following:

- \*Meet with special education aide prior to the start or within the first few weeks of the school year to get acquainted, review this document together, share classroom rules and procedures, and to review IEP goals.
- \*Establish a weekly meeting time with the special education aide to share instructional and classroom plans for the week, problem-solve and communicate any concerns
- \*Provide the aide with a schedule
- \*Review IEP with special education aide any time a change is made to the IEP
- \*Identify needed training for the special education aide and communicate the need to the assistant principal or district-level administrator

**If you have any questions about this guide, please contact Molly Victor, Executive Director of Student Services, at extension 7573 or David Bruno, Assistant Superintendent of Human Resources, at extension 7569**