

Guidelines for Classified Support Staff Working with Students Receiving Special Education Services

September 2023

In general, Para Educators can perform Instructional Assistant (IA) duties as outline below. IAs should not be asked to perform the Para Educator duties as outlined below. However, in the case of a Para Educator absence, an IA may choose to provide sub coverage at the Para Educator rate with Para Educator duties.

Instructional Assistant Duties	Para Educator Duties
Deliver floating 1:1 or small group academic instruction to students under the supervision of either a general education teacher or special education teacher. An IA should not be assigned to support a student 1:1 on an ongoing basis.	Provide direct behavioral support to students receiving special education services under the direction of a special education teacher.
Prepare instructional materials for either a general education or special education teacher.	Provide medically delegated duties under the direction of a school nurse.
Help general education teacher with individual student testing as requested.	Provide direct services to students receiving special education services in district programs (Intervention Centers and Transition Centers) under the supervision of a special education teacher.
Help supervise students in classroom supporting them to stay in engaged during whole group instructional time.	Support feeding activities for students receiving special education services such as Gastronomy Tube Feeding (G Tube feeding). Delegation and training by school nurse is required.
Provide general floating support to multiple groups of students and classrooms.	Respond to imminent harm student behaviors with restrictive interventions and physical holds for students receiving special education services with an Emergency Response Protocol (ERP). Must be trained in Nonviolent Crisis (CPI).
Crossing guard duties as assigned (elementary and middle school)	Toileting/diapering for students receiving special education services for routine, scheduled, or unscheduled accidents. Training is required.
Lunchroom supervision and recess supervision (elementary)	Clean Intermittent Catheterization for students receiving special education services. Delegation and training by school nurse is required.
Extended Day Program (before school and after school care - elementary)	Taking/collecting data on students per request of the special education teacher.