

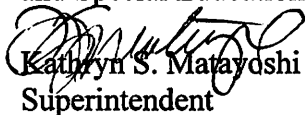


STATE OF HAWAII  
DEPARTMENT OF EDUCATION  
P.O. BOX 2360  
HONOLULU, HAWAII 96804

OFFICE OF THE SUPERINTENDENT

April 2, 2015

TO: Deputy Superintendent, Complex Area Superintendents, District Educational Specialists, Principals, Public Charter School Directors, Student Services Coordinators, and Special Education Teachers

FROM:   
Kathryn S. Matayoshi  
Superintendent

SUBJECT: **Role of the Special Education Educational Assistant**

This informational memo concerns the roles and responsibilities of the Special Education (SPED) Educational Assistant (EA). The SPED EA's job is instructional in nature, under the guidance of certificated personnel, and provides direct services to children/youth with disabilities and their families, including:

- One-on-one tutoring;
- Classroom management assistance;
- Instructional assistance in a computer laboratory;
- Parent involvement activities;
- Instructional support in a library or media center;
- Sign language interpreting; and
- Instructional support services under the direct supervision of a highly qualified teacher or professional practitioner.

The SPED EA is to provide instructional services to SPED students, under the guidance of certificated personnel. (The SPED EA performs various instruction related activities as directed by the SPED or general education teacher.) The SPED EA delivers academic, social, vocational, and daily living instruction to SPED students in the school, classroom, and/or community setting to enable SPED students to function as independently as possible. Instructional services may be provided in the general education classroom, including an inclusion setting/class. While the SPED EA's primary responsibility focuses on SPED students, the SPED EA may work with all students in the general education inclusion setting/class.

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The SPED teacher specifies the lessons and/or tasks, techniques, and monitoring requirements for the SPED EA. When the SPED EA is not working with or supervising SPED students, the SPED EA should be performing other SPED related activities, such as recording student data (record keeping), consulting with the SPED teacher (e.g., reviewing or preparing for lesson, discussing student progress/status using data collected, etc.), preparing lesson materials, or assisting with the scheduling of meetings.

The SPED EA **should not be assigned on a regular basis** to non-SPED functions (e.g., lunch room supervisor, general education advisory class, office clerical support) or non-school functions, such as A-Plus.

Should you have any questions, please contact Ms. Debra Farmer, Administrator, Special Education Section, at (808) 305-9806 or via Lotus Notes.

KSM:KS:kt

c: Assistant Superintendents  
Superintendent's Office Directors  
State Public Charter School Commission  
Office of Curriculum, Instruction and Student Support