



October 30, 2017

To: Principals
Special Education Instructional Team Leaders

From: Nancy FitzGerald, Executive Director, Department of Special Education

Subject: Guidelines for Close Adult Supervision

As the support for students with disabilities to access the general education classrooms has increased, the use of additional adult support (i.e., student assistants and temporary employees) to provide what we refer to in the HCPSS as *close adult supervision* (CAS) has expanded greatly. The Department of Special Education (DSE) strongly supports efforts to enable students with disabilities to be included in less restrictive settings and we are committed to providing the staffing needed to make these efforts successful. However, we are also concerned that, over extended periods of time, CAS for any student can have unintended negative effects including:

- fostering dependency instead of independence
- interfering with students' social interaction with peers
- shifting the focus from providing specialized instruction by teachers

To assist us in better identifying which students continue to need CAS, we continue to promote the use of the Student Support Worksheet (attached) for the purpose of establishing a more uniform method for determining the need for CAS within a system of inclusion and accountability. All requests for CAS must follow the defined steps.

The following is a summary of the guidelines. Please read the entire packet for a more complete understanding of the request process. You may also refer to the Guidelines for Special Education Paraeducator, Student Assistants, and Temporary Employees issued each year.

Introduction: Teachers are responsible for the direct instruction to the student(s).
Temporary employees/student assistants assist students to access instruction within general and special education settings.

Expectations: Temporary employees/student assistants are provided only after all other resources within the school have been exhausted. Temporary employees/student assistants work under the supervision of the principal. Direction on a daily basis is provided by the teacher or other employees working with the student. A work plan for temporary employees/student assistants must be developed which includes steps needed to support designated skills with target dates for completion and steps for fading of prompts and close adult supervision. **No CAS staff should be providing first-time instruction. Revisiting instructional points with the student and/or providing other support is acceptable practice.**

Procedure: If a school team and administrator believe a temporary employee/student assistant is necessary to provide CAS, a Student Support Worksheet should be completed with the parent (and student if appropriate) to assist in making this determination. Attached are procedures to request additional support personnel to provide CAS if necessary.

Training: Due to the diversity of individual students served by temporary employees/student assistants, training for specific students is provided to temporary employees/student assistants by the supervising teacher or other staff members who work directly with the student and/or are responsible for the implementation of the student's individualized education program. The Department of Special Education also provides funds and countywide sessions for professional learning.

Absences: Temporary employees work only when the assigned student is present in the school. Temporary employees must be notified in a timely manner when the student is absent or when the temporary employee is not required. If the temporary employee is absent, the supervising teacher must have a plan to provide coverage of the student. Student assistants work on days when the student is absent and should be provided alternate duties on such days.

cc: William Barnes
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Special Education Instructional Facilitators
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Special Education Program Heads
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Guidelines for
Special Education Paraeducator, Student Assistant, and Temporary Employee
2017-2018

Paraeducator	Student Assistant (SA)	Temporary Employee (TE)
HCPSS Employee	HCPSS Employee	Contracted Employee: Social Service Consultants, Inc., Mission One, Delta T.
Duties may be assigned that do not interfere with responsibilities to provide instructional and behavioral supports to students with disabilities.	No duties	No duties
<p>Work Days</p> <p>204 work days (includes 190 duty days. 193 scheduled teacher duty days except for October 20, 2017)</p>	<p>186 (Plus 12 paid holidays) 180 student days plus August 31, 2017, September 1, 2017, September 22, 2917 and October 20, 2017</p> <p>SAs work all day when students leave half day</p>	<p>180 student days</p> <p>TE does not work when assigned student(s) is/are absent. Employee <u>may</u> be hired as s substitute TE for students within their school. Agency approval required.</p>
<p>Work Hours</p> <p>7 hours 30 minutes per day (7 hours paid – instructional support; 30 minutes unpaid- duty free lunch)</p> <p>No planning time</p>	<p>Work Hours</p> <p>Elementary: 6 hours 30 minutes per day (6 hours paid-instructional support; 30 minutes unpaid- duty free lunch)</p> <p>No planning time Middle/High: 6 hours 45 minutes per day (6 hours 15 minutes paid-instructional support; 30 minutes unpaid- duty free lunch)</p> <p>No planning time</p>	<p>Work Hours</p> <p>Hours as assigned up to 6 hours 30 minutes per day (Up to 6 hours paid-instructional support; 30 minutes unpaid-duty free lunch if assigned to work more than 4 hours)</p> <p>No planning time</p>
<p>* Assigned by school-based professional staff to work with individual and/or small groups of students</p> <p>* Work under direction/supervision of teacher</p> <p>* May be assigned to provide Close Adult Supervision to individual students</p>	<p>* Assigned by Department of Special Education to provide close adult supervision for multiple students</p> <p>* May be assigned to work with individual and/or small groups of students</p> <p>* Work under direction/supervision of teacher</p> <p>* Follow assigned student when changing schools –only if need is determined</p>	<p>* Assigned by Department of Special Education to provide close adult supervision for multiple students</p> <p>* May be assigned to work with individual and/or small groups of students</p> <p>* Work under direction/supervision of teacher</p> <p>* May not watch/supervise a group or class while teacher leaves classroom</p> <p>* May not work with student(s) in a room/area away from supervising teacher</p>

Guidelines for
Special Education Paraeducator, Student Assistant, and Temporary Employee
2017-2018

HCPSS Employee	HCPSS Employee	Contracted Employee: Social Service Consultants, Inc., Mission One, Delta T.
Para Educator	Student Assistant (SA)	Temporary Employees
<p>Countywide Professional Learning-</p> <p><i>August 30, 2017 All Levels Para Educators</i> 8:30-11:15 Columbia Presbyterian Church or</p> <p>12:30-3:15 Columbia Presbyterian Church</p> <p><i>August 31, 2017 New Para Educators</i> 8:30-10:00 Ascend One</p> <p><i>September 1, 2017 Special Programs</i></p> <p>8:30-11:30 Ascend One</p> <p>Elementary Regional ALS, UL, PL</p> <p><i>November 20, 2017 Secondary Para Educators</i> 12:45-2:30 Ascend One and Old Cedar Lane</p> <p><i>November 21, 2017 RECC/Elementary Para Educators</i> 1:30-3:15 Ascend One and Old Cedar Lane</p> <p><i>January 24, 2018 High School Para Educators</i> 12:45-2:30 Ascend One and Old Cedar Lane</p> <p><i>January 26, 2018 Elementary/ Middle Para Educators</i> 1:30-3:15 Ascend One and Old Cedar Lane</p> <p>May receive Safety Care Training</p>	<p>Countywide Professional Learning-</p> <p><i>August 31, 2017 New Student Assistants</i> 8:30-10:00 Ascend One</p> <p><i>September 1, 2017 Special Programs Elementary Regional ALS, UL, PL</i> 8:30-11:30 Ascend One</p> <p>Elementary Regional ALS, UL, PL</p> <p><i>September 22, 2017 Student Assistants</i> Time TBD Ascend One</p> <p><i>November 20, 2017 Secondary Student Assistants</i> 12:45-2:30 Ascend One and Old Cedar Lane</p> <p><i>November 21, 2017 RECC/Elementary Student Assistants</i> 1:30-3:15 Ascend One and Old Cedar Lane</p> <p><i>January 24, 2018 High School Student Assistants</i> 12:45-2:30 Ascend One and Old Cedar Lane</p> <p><i>January 26, 2018 Elementary/ Middle Student Assistances</i> 1:30-3:15 Ascend One and Old Cedar Lane</p> <p>May receive Safety Care Training</p>	<p>Professional Learning</p> <p>ELEMENTARY 2, half-day sessions - Fall and Spring Dates & Location TBD Details to come in memorandum.</p> <p>MIDDLE & HIGH 3, half-day sessions - Fall, Winter, and Spring Dates & Location TBD Details to come in memorandum.</p> <p>ALL LEVELS Up to 4 hours of school-based training on individual student needs. Dates selected by team leader/case manager. Details to come in memorandum.</p> <p>May receive Safety Care Training for de-escalation strategies only with approval from the DSE Instructional Facilitator</p>