



## DEPARTMENT OF EDUCATION DIVISION OF SPECIAL EDUCATION

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## Guidelines for Identification & Use of a Special Education School Aide

**EFFECTIVE DATE:** **July 13, 2020**

**INQUIRIES:** **Division of Special Education & Human Resources Office**

The following information is aimed to provide guidance in the process of identifying the need for a Special Education School Aide, as well as understanding the use and/or function of that individual.

### A. NEW REQUESTS FOR A SPECIAL EDUCATION SCHOOL AIDE

- Once a determination of need for a special education school aide is made by the Individualized Education Program (IEP) committee, the need is formalized in the IEP of the student in forms **25A Request for ParaEducator Support** and **22A The Individualized Education Program** under the section **Supplementary Aids and Services**. A database of all students under Special Education, requiring a school aide, is kept by our data office and updated monthly. In addition, a master listing of students and aides assigned is kept by our Special Education administrative office and updated as well.
- A request for a new position is submitted, for review and approval, through the office of Education Support & Community Learning (ESCL).
- Upon receiving approval to fill the position, the school administrator would coordinate with the Human Resources Office (HRO) to interview and select any respective applicants.
- After an applicant has been selected, processing is completed and the personnel action is provided, the respective school would communicate the new assignment to the Division of Special Education.
- Training(s) for the newly hired school aide will be coordinated between the school and the Division of Special Education. This would include child specific trainings.

### B. VACANCIES

- Should a special education school aide vacate their position, the school will inform the Division of Special Education and Human Resource Office.

- A **Request to Fill Position** form would be completed by the school administrator and forwarded to the office of ESCL.
- Upon receiving approval to fill the position, the school administrator would coordinate with the Human Resources Office (HRO) to interview and select any respective applicants.
- After an applicant has been selected, processing is completed and the personnel action is provided, the respective school would communicate the new assignment to the Division of Special Education.
- Training(s) for the newly hired school aide will be coordinated between the school and the Division of Special Education.

## **C. CHANGES**

- In the event of termination or reassignment of an aide, the school will ensure that the Division of Special Education is informed of the change, via a memorandum from the school administrator, within **no more than 5 working days**.
- When a student transitions and/or transfers from one school to the next, the respective special education school aide would follow. The school will ensure that the Division of Special Education is informed of these changes, via a memorandum from the school administrator, within **no more than 5 working days**.
- When a student graduates or withdraws from Guam Department of Education the respective administrator will inform the Division of Special Education these changes, via a memorandum from the school administrator, within **no more than 5 working days**.

## **D. ADDITIONAL INFORMATION**

- It would be the responsibility of the school to ensure annual trainings be coordinated and completed by assigned school aides.
- Special Education School Aides assigned to regional programs (i.e. Preschool, ED, DHH) would remain in with their respective assignments and adhere to their specific duties and responsibilities of their assigned program. Dependent on the program schedule and availability of assigned personnel, it would be at the discretion of the respective administrator to utilize a program aide to support other functions of the school.
- The Division of Special Education will inform the Deputy Superintendent, ESCL on an annual basis (by May 15) the available funds allocated for the forthcoming fiscal year (e.g. May 15, 2020 for FY 21 (October 1 2020 to September 30, 2021). Personnel in charge of the fiscal monitoring for Part B IDEA funds together with GDOE designated accountant for Part B IDEA funds will certify availability of funds for special education school aide positions.
- A monthly assurance memo will be provided from the school to the Division of Special Education that the federally funded employees has been providing federally funded work/participate in activities per IDEA.