



# LOS ANGELES UNIFIED SCHOOL DISTRICT

## REFERENCE GUIDE

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**TITLE:** Instructional Roles and Responsibilities Delivering Special Education Services

**NUMBER:** REF-1932.0

**ISSUER:** Donnalyn Jaque-Antón, Associate Superintendent  
Division of Special Education

**DATE:** August 9, 2005

**PURPOSE:** The purpose of this Reference Guide is to clarify the instructional roles and responsibilities of teachers and special education assistants/trainees in special education programs.

**MAJOR CHANGES:** None

**BACKGROUND:** This Reference Guide is being issued as a result of a State Compliance Complaint for which the District was found out of compliance when a teacher did not provide Individualized Education Program (IEP) services to students and attributed this non-delivery of service to the absence of a special education assistant.

**INSTRUCTIONS:** It is the role and responsibility of the general and special education teacher to ensure that the special education services in the IEP of a student on his/her caseload are delivered with the time and frequency stated in the IEP, irrespective of the presence of a special education assistant/trainee. Special education assistants/trainees are provided as a support to the instructional program but are not responsible to ensure the delivery of special education services; that responsibility rests solely with the teacher of record and the principal.

If any teacher has a question or concern about how to provide services at any time or for any reason, the teacher must contact the principal. The principal is ultimately responsible for ensuring that special education programs and services indicated on a student's IEP are provided by the appropriate teacher. The principal has the authority to determine when during the school day special education services may be delivered to a student or students, but not if the services will be delivered.

The principal must share this Reference Guide with all teachers, service providers and special education assistants/trainees annually, and clarify any issues that may arise.

**ASSISTANCE** For further information or assistance contact the appropriate Special Education Support Unit Administrator or Patricia Trenhaile, Administrative Coordinator, at 213.241.6701 or [patricia.trenhaile@lausd.net](mailto:patricia.trenhaile@lausd.net).

### ROUTING

All Locations  
Local District Superintendents  
Local District Directors  
Support Unit Administrators  
School Site Administrators  
All Teachers