



STATE OF TENNESSEE
DEPARTMENT OF EDUCATION
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MEMORANDUM

TO: Directors of Schools
Directors of Special Education
Principals

FROM:  Joseph Fisher
Assistant Commissioner for College and Career Readiness

DATE: May 09, 2011

RE: Non-instructional Duties for Special Education Personnel

Special education teachers and educational assistants are employed to provide instructional support to identified special education students. The purpose of this memorandum is to provide guidance in the assignment of non-instructional duties to special education teachers and special education assistants.

If a special education teacher or special education assistant is paid strictly from general purpose state/local special education funds, the assigned duties must be limited in scope and must be assigned on a rotating basis to all similarly situated personnel within the school.

If a special education teacher or special education assistant is paid in whole or in part from IDEA federal funds, the assigned duties must also be limited in scope, must be assigned on a rotating basis to all similarly situated personnel within the school and must be provided strictly for the benefit of identified children with disabilities.

Examples of allowable non-instructional duties include, but are not limited to, cafeteria duty, before and after school bus duty, staffing school events during instructional hours, etc.