Office of the Deputy Director of Education (I.E.D.S.S & IE-SSA),
(Administrative Cell), Directorate of Education, GNCT of Delhi
Amrita Shergil School Bldg, Behind Lady Sri Ram College
Lajpat Nagar-IV, New Delhi-110024, Ph. No.26219207


ORDER

All Special Education teachers/ Guests Special Education teachers/ Resource teachers
working in Govt. / Govt. Aided schools of Directorate of Education Delhi shall henceforth strictly
follow the duties and responsibilities indicated in the attached Annexure-A.

This issues with the approval of the Competent Authority.

Dr. Vimlesh
DDE (IEDSS-IESSA)

All Special Education teachers/
Guest Special Education teacher/Resource
Teacher working in the school of DOE
through HOS.


Copy for information to:-

1. PS to Principal Secretary (Education) GNCT of Delhi.
2. PS to Director of Education, Delhi.
3. SPD -SSA (UEEM) Timar Pur, Delhi.
4. Additional DE (Schools), DOE, Delhi.
5. Additional DE (IEDSS), DOE, Delhi.
6. JD (Planning), Directorate of Education Delhi.
7. All DDEs of Districts of DOE, Delhi.
8. All Heads of Govt. / Govt. aided schools of Delhi DOE/ MCD/ NDMC/ DCB.
9. All Education officers of the Zones of DOE, Delhi.
10. All Deputy Director of Education (MCD) of the Zones of MCD, Delhi.
11. All District Coordinators, Zonal Coordinators of the Districts of DOE, Delhi.
12. OS (IT) for uploading.

Dr. Vimlesh
DDE (IEDSS-IESSA)
Duties and Responsibilities of the Special Education Teachers/Guest Special Education Teachers/Resource Teachers working in Govt./Govt. Aided schools of DoE, NCT of Delhi.

1. Identification of children with disability & their mainstreaming.
2. Collection of data for onward transmission to the Districts/IEDSS Branch.
3. Follow-up of CWSN, interaction with parents of children with disability.
4. To help parents in career planning of CWSN.
5. Maintaining systematic record of all CWSN.
6. To help create a healthy relationship between children with disabilities and their peers.
7. To help in implementation of the PWD Act -1995 in its full form.
8. To help in removing mental and emotional barriers in the schools by changing the attitude of teachers, HOS and children towards CWSN by conducting meetings with them.
9. The newly appointed teachers need to be given classes having CWSN.
10. These teachers will look after all the activities, either academic/co-curricular/sports/Yoga activities, of the CWSN.
11. Sensitization of concerned subject teachers, peer-groups, interaction with parents and stakeholders.
12. Assessment and provision of aids and appliances and other allowances/financial assistance as per requirements/recommendations of assessment team.
13. Encouragement and motivation of CWSN for participation in cultural, sports and other activities.
14. Preparation of Individualized Educational Plan (IEP) of each student with disability so that the progress of that student can be accessed from time to time.
15. Curriculum and evaluation as per CBSE guidelines.
16. Participation of CWSN to be made incentive-based. Citation, books, momentous, scholarships, additional free trips, etc. should be given for participation itself in addition to awards for winning a position.
17. The Special Education Teachers shall participate in the assessment team; help in training programmes and in other ways whenever necessary.
18. Any other duty assigned from time-to-time.

Dr. Vimlesh
DDE (IEDSS-IESSA)