



To: Special Education Teachers and Speech and Language Therapists
From: Kathleen Mackaman and Linda Harris, Co-Chairs of the District Work Load for Special Educators Committee
Re: Upper Work Load Ranges
Date: September 30, 2009

To meet the contractual requirements of the Memorandum of Understanding -Work Load Plan for Special Educators, the District Work Load Committee met on Wednesday, September 30, 2009 to analyze the fall data submitted by all special educators and speech and language therapists. The committee set an upper range for work load. Special educators can find their work load totals on the Bad Blue website. The upper ranges are listed in the table below.

LEVEL	UPPER RANGE
Pre K-8 Special Education Teachers	173-183
Early Childhood Inclusion Teachers	230-240
Speech and Language Therapists	750-780

The Memorandum of Understanding Work Load Plan for Special Educators outlines the process that an educator would follow if his/her work load is above the range and feels there may be a problem with his/her work load. This process is outlined below:

C. Problem-solving process:

- 1. If a special educator feels his/her work load is above the range established by the District Work Load Committee, he/she contacts a District Work Load Committee Representative to review his/her data within 10 working days from date of work load range publication or when a change in special educator's workload exceeds the range.*
- 2. After the representative and special educator review the data, and if a problem has been identified, both the teacher and the representative will meet with the building principal to resolve the problem within 10 working days from the time of request to meet.*
- 3. If the identified problem cannot be resolved at the building level, all concerned (e.g. special educator, committee representative, and principal) will meet with the Special Education Coordinator within 10 working days of request to meet.*
 - a. Speech and language pathologists and all ancillary special educators will begin at this level.*
- 4. If the above steps leave the problem unresolved, the concern will go to the District Communication Committee at their next monthly meeting for final resolution.*
- 5. Once resolution is agreed upon, it must be put into progress within 10 working days.*

The District Work Load Committee Representatives are Pre-K Kerra Smith, K-3 Carrie Anderson, 4-6 Kathleen Mackaman, 7-8 Jeana Lorengo and Speech and Language Therapist Liz Ryan.

The District Work Load Committee will meet again by January 30 to continue to monitor the district work load ranges.