

Workload Chart Explanation

Revised May 2016

(for 16-17)

1. **Student** – List any IEP student that you service throughout the day. Also, include any students that are non-IEP that receive direct instruction from you. This would include RtI students. **Use first name and last initial for confidentiality.**

Under student: Mark either 01, 02, or 03 to reflect EE code for this student.

2. **Caseload** – Needs to be broken into three columns: IEP, IEP but not on caseload, and RtI only. In the IEP column, be sure to include all students from the list that comes from Deb Marrett or the Special Education Office and be sure to include any students that you share with other special education teachers. Only students on caseload will get a point.
3. **# of Goals** – Only count the goals that you are responsible for monitoring, creating, and updating. Each goal counts as 1. Do not count individual objectives. Remember to count students that are not on your caseload but you manage their goals (this includes any RtI students that you work with).
4. **Collaboration with assistants and/or classroom teachers** – Each person counts as 1. Count a personal assistant for only the student she/he is assigned. Only count classroom teachers with whom you co-plan and consult on a weekly basis.
5. **Collaboration with Specialist** – This includes OT, PT, Speech, Counselor, Interpreter, Vision and Hearing. Each person counts as 1.
6. **Planning for Instruction**, including intervention and core – Each subject counts as 1.
 - a. Early Childhood: Language Arts, Math, Physical Development, Social Emotional
 - b. K -6: Reading, Math, Science/Social Studies, Writing, Social Emotional, Interventions.
 - c. Junior High: Language Arts (Reading and Writing), Math, Science, Social Studies, Social Emotional, Interventions.

d. CBI: Language Arts, Math, Science/Social Studies, Life Skills, Social Emotional

***Only count subjects for which you directly plan and instruct students!**

7. Progress Monitoring – The periodic collection of data required by the Special Education Office. Be sure to include non-IEP students being progress monitored through the RtI process. One point for each subject administered. Not each assessment.
8. B.I.P. – (Behavior Intervention Plan) – Plan mandated by the IEP or RtI plan. This should only count for the teacher directly responsible for implementing the plan. Yes counts as 1. No counts as 0.
9. Dynamic Learning Maps vs. PARCC – Required by IEP. Yes for DLM counts as 1. No counts as 0.