

To: Special Education Teachers and Speech and Language Therapists
From: Carrie Anderson and Joe Franklin, Co-Chairs of the District Work Load for Special Educators Committee
Re: Upper Work Load Ranges
Date: January 30, 2015

To meet the contractual requirements of the Memorandum of Understanding -Work Load Plan for Special Educators, the District Work Load Committee met on Thursday, January 29, 2015 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
K-8 Special Education Teachers	173-183
Early Childhood Special Teachers	195-205
Speech and Language Therapists	450-470

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 Carrie Cummings, 7-8 Sarah Williams and Speech Language Pathologist Liz Ryan.

The District Work Load Committee will meet again on Thursday, May 21 2015 at 8:00 a.m. to continue to monitor the district work load ranges and to edit/update the data collection tool to more accurately capture the current responsibilities of special education teachers and speech language pathologists in District #108.