

Workload Chart Explanation

Revised 11/7/08 and 01/24/12 (red)

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 and/or ARC students. Use first name and last initial (for confidentiality).**
2. **Caseload** – The list that comes from Deb Marrett. **Be Careful. Make sure you have filled in this column.**
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 RTI or ARC goals).**
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.
5. **Collaboration with Specialist** – This includes OT, PT, Speech, Counselor, Vision and Hearing. Each person counts as 1.
6. **Planning for Instruction, including intervention and/or core** – Each subject area counts as 1.
 1. Early Childhood: Language Arts, Math Physical Development, Social/Emotional
 2. K-6: Language Arts counts as **1 point only (do not separate subjects)**, Math, Science, Social, interventions and Language Arts core support.

3. Junior High: Language Arts (reading, writing, spelling), Math, Science, Social Studies, interventions
4. CBI: Language Arts, Math, Science, Social Studies, Life Skills

Only Count subjects that you directly plan and instruct students!

7. **Progress Monitoring** – The periodic collection of data required by Elaine Stien, **also include non IEP students being progress monitored in Rtl.** Yes counts as 1. No counts as 0.
8. **B.M.P. (Behavior Management Plan)** – Plan mandated by the IEP must include functional analysis. This should only count for the teacher directly responsible for implementing the plan. Yes counts as 1. No counts as 0
9. **Alternate Assessment for ISAT** - required by IEP. Yes counts as 1. No counts as 0