

## **Tazewell-Mason Counties Special Education Association Workload for Special Educators**

The Illinois special education regulation at 23 Illinois Administrative Code 226.735 states that each district shall adopt a plan which established limits on the workload of special education educators so that all of the services on a student's individualized education plan (IEP) can be provided at the level specified on the IEP. These work load plans are to be effective for the 2009-2010 school year and thereafter. TMCSEA will review its staffing patterns, class sizes and workload for special educators annually.

TMCSEA will not exceed class sizes for 2009-2011 and beyond, as referred in 23 IL Administrative Code 226.730. Class size means the total number of students an educator serves during any special education class. In the formation of special education classes, consideration shall be given to the age of these students, the nature and severity of their disabilities, the educational needs of the student and the degree of intervention necessary.

Related service caseloads will be determined annually based on the educational related service needs of the students, degree of intervention necessary, location/travel required and program needs. At no time shall the caseload of the speech/language pathologist exceed 60 students.

The following special education workload areas were developed jointly by TMCSEA staff and administration.

# Workload for Special Educators

## Teacher

1. Meet the intent of the Individuals with Disabilities Education Act (IDEA) by implementing appropriate and effective service options and providing interventions designed to meet individual student needs.  
May include, but not limited to:
  - Self-care responsibilities (ex: toileting, grooming)
  - Physical positioning (ex: range of motion, standing)
  - Medical component
  - Individualized instruction
  - Behavioral management
  
2. Consultative services and other collaboration among staff members.  
May include, but not limited to:
  - Problem Solving Team
  - Release time for observations in other classrooms
  - TMCSEA consultative service requests (ex: AT, Autism, Vision)
  
3. Attendance at IEP meeting, staff conferences and professional development.  
May include, but not limited to:
  - IEP meetings as scheduled
  - Staff meetings
  - Early release SIP training
  - TMCSEA professional development activities
  - Professional development conference attendance (external)
  - Continuing education
  
4. Preparation, paperwork and reporting.  
May include, but not limited to:
  - Daily lesson plans
  - Daily weekly instructional logs
  - Behavioral, health related logs
  - Quarterly progress report
  - IEP annual report
  - IAA
  - 3 year re-evaluation conferences
  - Parent communication

# Workload for Special Educators

## Paraprofessional

1. Meet the intent of the Individuals with Disabilities Education Act (IDEA) by implementing appropriate and effective service options and providing interventions designed to meet individual student needs.  
May include, but not limited to:
  - Self-care responsibilities (ex: toileting, grooming, dressing)
  - Physical positioning (ex: range of motion, standing)
  - Medical component (ex: cross-training)
  - Individualized instruction
  - Behavioral management
  
2. Consultative services and other collaboration among staff members.  
May include, but not limited to:
  - Daily communication with teacher
  - Problem Solving Team
  
3. Participation at staff meetings and professional development activities.  
May include, but not limited to:
  - Staff meetings
  - Early release SIP training
  - TMCSEA professional development activities
  - Professional development conference attendance (external)
  - Continuing education
  
4. Preparation, paperwork and reporting.  
May include, but not limited to:
  - Daily/Monthly attendance reports
  - Lunch count
  - Preparation of student materials
  - Behavioral/health related logs
  - Daily/weekly instructional logs

# Workload for Special Educators

## Physical and Occupational Therapy Assistants

1. Meet the intent of the Individuals with Disabilities Education Act (IDEA) by providing related services to assist in identifying and supporting student educational needs for participation in and benefit from the educational environment.  
May include, but not limited to:
  - Carry out therapeutic goals as established by the IEP
  - Instruct/monitor classroom staff with self-care skills
  - Instruct/monitor classroom staff in physical positioning (ex: ROM, orthotics)
  - Instruct/monitor classroom staff in use of adaptive equipment
  - Medical component
  - Sensory strategies
  
2. Consultative services and other collaboration among staff members.  
May include, but not limited to:
  - Provide inservice training
  - Consult with educational team
  - Consult with medical team
  
3. Attendance at IEP meeting, staff conferences and professional development.  
May include, but not limited to:
  - IEP meetings as scheduled
  - Staff meetings
  - Early release SIP training
  - TMCSEA professional development activities
  - Professional development conference attendance (external)
  - Continuing education
  
4. Preparation, paperwork and reporting.  
May include, but not limited to:
  - Daily logs/data
  - Communication logs
  - Quarterly progress reports/updating files
  - IEP annual report
  - District billing
  - Medicaid billing

# Workload for Special Educators

## Physical and Occupational Therapists

1. Meet the intent of the Individuals with Disabilities Education Act (IDEA) by providing related services to assist in identifying and supporting student educational needs for participation in and benefit from the educational environment.  
May include, but not limited to:
  - Evaluate need for school OT/PT
  - Supervise PTA/COTA
  - Carry out therapeutic goals as established by the IEP
  - Instruct classroom staff with self-care skills
  - Instruct classroom staff in physical positioning (ex: ROM, orthotics)
  - Instruct classroom staff in use of adaptive equipment
  - Medical component
  - Sensory strategies
  
2. Consultative services and other collaboration among staff members.  
May include, but not limited to:
  - Provide inservice training
  - Consult with educational team
  - Consult with medical team
  
3. Attendance at IEP meeting, staff conferences and professional development.  
May include, but not limited to:
  - IEP meetings as scheduled
  - Staff meetings
  - Early release SIP training
  - TMCSEA professional development activities
  - Professional development conference attendance (external)
  - Continuing education
  
4. Preparation, paperwork and reporting.  
May include, but not limited to:
  - Evaluation report
  - Daily logs/data
  - Communication logs
  - Quarterly progress reports/updating files
  - IEP annual report
  - District billing
  - Medicaid billing

# Workload for Special Educators

## School Social Worker

1. Meet the intent of the Individuals with Disabilities Education Act (IDEA) by providing related services to assist in identifying and supporting student educational needs for participation in and benefit from the educational environment.  
May include, but not limited to:
  - Identify children in need of service
  - Evaluate social/emotional/health needs of the student
  - Identify and carry out social work goals as established by the IEP
  - Participate in functional behavior assessment and creation of behavior plan
  - Instruct classroom staff on behavioral, social and emotional concerns
  - Provide group/classroom counseling
  - Provide educational interventions as assigned
  - Provide community resources to school personnel and families
  - Serve as a liaison between the home and school
  
2. Consultative services and other collaboration among staff members.  
May include, but not limited to:
  - Consult with RtI and educational teams
  - Provide inservice training on social, emotional and behavioral issues
  - Consult with family and/or community agencies
  
3. Attendance at IEP meeting, staff conferences and professional development.  
May include, but not limited to:
  - IEP meetings as scheduled
  - Staff meetings
  - Early release SIP training
  - TMCSEA professional development activities
  - Professional development conference attendance (external)
  - Continuing education
  - L.C.S.W. supervision
  
4. Preparation, paperwork and reporting.  
May include, but not limited to:
  - Evaluation report
  - Data collection/quarterly progress reports on IEP goals
  - Updating files/therapy notes
  - IEP annual report
  - FBA/BIP
  - Parent Communication
  - Medicaid billing

# Workload for Special Educators

## School Psychologist

1. Meet the intent of the Individuals with Disabilities Education Act (IDEA) by providing related services to assist in identifying and supporting student educational needs for participation in and benefit from the educational environment.  
May include, but not limited to:
  - Identify children in need of service through Rtl process
  - Evaluation of intelligence, learning processes and academic levels of students referred
  - Data based decision making and accountability
  - Functional behavior assessment, positive behavioral supports and creation of behavior plan
  - Provide group/classroom counseling
  - Provide educational interventions as assigned
  - Provide community resources to school personnel and families
  - Serve as a liaison between the home and school
  - Assessment of emotional/behavioral functioning (ex: BASC)
  
2. Consultative services and other collaboration among staff members.  
May include, but not limited to:
  - Collaborate with Rtl teams on implementation of Tier 1, 2 and 3 interventions
  - Consult with educational team to provide effective instruction
  - Provide inservice training on academic and behavioral interventions
  - Consult with family and/or community agencies
  
3. Attendance at IEP meeting, staff conferences and professional development.  
May include, but not limited to:
  - IEP meetings as scheduled
  - Staff meetings
  - Early release SIP training
  - TMCSEA professional development activities
  - Professional development conference attendance (external)
  - Continuing education
  
4. Preparation, paperwork and reporting.  
May include, but not limited to:
  - Evaluation report
  - Rtl Data collection
  - Updating files/therapy notes
  - IEP annual report
  - FBA/BIP
  - Parent Communication
  - Medicaid billing

# Workload for Special Educators

## Speech/Language Pathologist

1. Meet the intent of the Individuals with Disabilities Education Act (IDEA) by providing related services to assist in identifying and supporting student educational needs for participation in and benefit from the educational environment.

May include, but not limited to:

- Evaluate need for school SLP
- Supervise SLPP (Speech/Language Paraprofessional)
- Carry out therapeutic goals as established by the IEP
- Instruct classroom staff in carry over of therapeutic goals
- Medical component
- Provide community resources to school personnel and families

2. Consultative services and other collaboration among staff members.

May include, but not limited to:

- Provide inservice training
- Consult with educational teams
- Consult with medical team
- Collaborate with Rtl teams on implementation of Tier I, II, & III Interventions

3. Attendance at IEP meeting, staff conferences and professional development.

May include, but not limited to:

- IEP meetings as scheduled
- Staff meetings
- Early release SIP training
- TMCSEA professional development activities
- Professional development conference attendance (external)
- Continuing education

4. Preparation, paperwork and reporting.

May include, but not limited to:

- Evaluation report
- Daily logs/data
- Communication logs
- Quarterly process reports/updating files
- IEP annual report
- District billing
- Medicaid billing
- Parent Communication
- Rtl data collection