



Policy Title and Number	427: Workload Limits for Certain Special Education Teachers
--------------------------------	---

Date Created:	July 1, 2018
Past Policy Revision Date(s):	
Related Policy(ies):	
Policy Type (Operating, Board)	Operating

A. Purpose

The purpose of this policy is to establish general parameters for determining the workload limits of special education staff who provide services to children with disabilities receiving direct special education services 60 percent or less of the instructional day.

B. Definitions

- A. Special Education Staff; Special Education Teacher “Special education staff” and “special education teacher” both mean a teacher employed by the school district who is licensed under the rules of the Minnesota Board of Teaching to instruct children with specific disabling conditions.
- B. Direct Services “Direct services” means special education services provided by a special education teacher when the services are related to instruction, including cooperative teaching.
- C. Indirect Services “Indirect services” means special education services provided by a special education teacher which include ongoing progress reviews; cooperative planning; consultation; demonstration teaching; modification and adaptation of the environment, curriculum, materials, or equipment; and direct contact with children with disabilities to monitor and observe.
- D. Workload “Workload” means a special education teacher’s total number of minutes required for all due process responsibilities, including direct and indirect services, evaluation and reevaluation time, management of individualized education programs (IEPs), travel time, parental contact, and other services required in the IEPs.

C. Policy Statement

GENERAL STATEMENT OF POLICY

A. Workload limits for special education teachers shall be determined by the Special Education Director, in consultation with the Executive Director

B. In determining workload limits for special education staff, the school district shall take into consideration the following factors: student contact minutes, evaluation and reevaluation time, indirect services, management of IEPs, student federal setting, travel time, and other services required in the IEPs of eligible students.

This policy may be revised at any time without notice. All revisions supersede prior policy and are effective immediately upon approval by the Director.

D. Associated Procedures or Other Information

E. Associated Forms

Legal References: Minn. Stat. § 179A.07, Subd. 1 (Inherent Managerial Policy) Minn. Rule 3525.0210, Subps. 14, 27, 44, and 49 (Definitions of “Direct Services,” “Indirect Services,” “Teacher,” and “Workload”) Minn. Rule 3525.2340, Subp. 4.B. (Case Loads for School-Age Educational Service Alternatives)