

Workload Chart

Assumptions: no more than an 8-hour work day with a 30 minute duty-free daily lunch and 150 minutes a week of planning.

Direct and Consultative Service Minutes in IEPs¹: 1350-1800 per week	
Annual Number of IEP Meetings: 58-70	Average Length of IEP meeting: 1.5 hours
Average # IEPs per month: 6-8	Average # IEPs per week: 1-2
Collaboration with IEP team²: 30-60 minutes per week	Collaboration with Gen Ed Staff²: 30-45 per week
Weekly Crisis Student Consult²: 0-30 minutes per week	Weekly Crisis Student Direct: 0-30 minutes per week
Outside Consult: 0-2 contacts monthly	Parent Communication²: 30-90 minutes per week
Collaboration with Staff: 780 minutes per year	Team Meetings²: 30-125 minutes per Week
Goal Updates: 6 hours per quarter	Medicaid Billing: 1.5 hours per month
Possible Case Management Responsibilities: (IEP-at-a-glance, writing additional IEP sections, course scheduling): 30-60 minutes per week	

Descriptions:

1: Direct and Consultative Service Minutes in IEP: These service minutes should be able to be delivered during five instructional periods per day by grouping students appropriately according to IEP goals and service recommendations.

2: Various Categories (see above): Over and above the consultative minutes written into the student's IEP. This may include collaborating with other related services staff, planning with special education teachers for classroom lessons, meeting with the IEP team to discuss a student situation, etc.