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Contact Person: Executive Director of Special Education

## **POLICY 427            WORKLOAD LIMITS FOR CERTAIN SPECIAL EDUCATION TEACHERS**

### **I.        PURPOSE**

To establish general parameters for determining the workload limits of special education staff.

### **II.       GENERAL STATEMENT OF POLICY**

- A.      Workload limits for special education teachers, who provide services to children with disabilities receiving direct special education services 60 percent or less of the instructional day, shall be determined by the appropriate special education administrator, in consultation with the building administrator and the Executive Director of Human Resources.
- B.      In order to ensure that there are not excessive workloads, when setting and reviewing workloads, Special Education Administration will take into account the overall combination student and family needs as well as the following general parameters: student contact minutes, evaluation and reevaluation time, indirect services, management of IEPs, travel time, and other services required.

### **III.      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 Professional Educator Licensing Standards Board 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.

IV. COLLECTIVE BARGAINING AGREEMENT UNAFFECTED

This policy shall not be construed as a reopening of negotiations between the school district and the special education teachers’ exclusive representative, nor shall it be construed to alter or limit in any way the managerial rights or other authority of the school district set forth in the Public Employers Labor Relations Act or in the collective bargaining agreement between the school district and the special education teachers’ exclusive representative.