

Norridge School District #80 Workload for Special Educators

The Norridge School District #80 Special Education Workload committee agrees that per 23 Illinois Administrative Code Section 226.735, the attached workload plan shall be in effect for the 2018-19 School Year. The plan will be reviewed annually at the end of each school year by representatives from the Norridge Education Association of Teachers (NEAT) as well as District #80 administration.

The purpose of a workload plan for special educators, as indicated in section 226.735, is “to provide students with IEPs the free, appropriate education to which they are entitled.” Each plan is required to specify limits on the workload of special educators so that all services required under the students’ IEPs, as well as all needed ancillary and support services, can be provided at the requisite level of intensity. At the minimum, each plan needs to encompass the following: individualized instruction; consultative services and other collaboration among staff members; attendance at IEP meetings and other staff conferences; and paperwork and reporting.

In recent years, the NEAT and the Administration have attempted to address the concern over increasing workloads by: providing a full time administrative assistant to the special education department to assist with filing, copying, scheduling meetings, ordering supplies and uploading forms to the online IEP system for case managers as well as reducing caseloads across the district to far less than the state guidelines for acceptable workload.

These collaborative efforts have helped accommodate the increasing workload demands on special educators. The District #80 special education workload committee has reviewed the current workload plan and modified the document to reflect changes in language and workload practices within the special education department. The NEAT and Administration agree that ongoing support is needed for our special educators.

Date Approved by BOE: 11/20/2018

Work Load Plan for Special Education Educators

Norridge School District #80

2018-19 School Year

Introduction: The Illinois special education regulations (23 Illinois Administrative Code 226.735) state that all school districts are required to adopt a work load plan for special educators. This work load plan is not a part of the collective bargaining agreement, nor is it intended to be representative of a job description.

Purpose of the Plan: The purpose of this plan is to specify limits on the work load of Norridge SD #80 special educators and related service providers so that all services provided are dictated by students' IEP's and can be provided at the requisite level of intensity. The recommendations are intended to provide a conceptual framework for administration, licensed special education staff members (LBS1, School Social Work, School Psychologist, Speech Language Therapists), and representatives from the bargaining unit to use in examining all areas impacting a special educator's work load.

Work Load vs. Case Load: This plan addresses the issue of work load versus the traditional case load concept. The plan provides a model for examining the work load of special education educators in SD #80. This model is intended as a framework, not to dictate numbers, but to adapt to the changing tasks, responsibilities, and requirements of special educators within the district. Through careful analysis of the various responsibilities required in the plan, the District will be better able to respond proactively to the challenges of planning for and providing services to the District's students with disabilities. Work load is not case load. "Case load" refers to the number of students with IEP's for whom a special education educator is responsible. Each student is counted as "one" no matter what the student's needs are or the severity of the students' disabilities. "Work load" refers to all of the responsibilities required of special educators and also takes into account the intensity of the students' needs.

Activities Analysis: The work load plan is based on an analysis of the activities for which special educators are responsible and shall encompass but are not limited to:

- 1) individualized and specialized instruction;
- 2) consultation, collaboration and problem solving;
- 3) attendance at IEP meetings, other staff conferences; and
- 4) data analysis, paperwork and reporting.

Class Size: "Class size" is defined as the total number of students an educator serves during any designated special education class. Norridge SD #80 is committed to complying with the class size limits set forth in Illinois Administrative Code 23, section 226.730.

Speech Caseloads: Speech and Language Pathologists will serve no more than 60 students with or without IEP's.

Plan Preparation: The Norridge School District #80 Work Load Plan was developed by a committee made up of District administrators, in cooperation with the Norridge SD #80 and

NEAT, which included the following: Dr. Paul O'Malley, Superintendent; Kim Hanson, Director of Special Education; Stephanie Palmer, Principal at Giles School; Michele Guzik, Principal at Leigh School; Judy Figliuolo and Trish Schultheis, NEAT Members. All special education personnel also had an opportunity to respond to a survey that sought out data points currently experienced by staff impacted by this work load plan.

Adoption/Annual Review Process: This plan is approved for adoption by the Norridge School District #80 Board of Education and will be updated annually.