

Lakes International Language Academy - District 4116

SPECIAL EDUCATION TEACHER WORKLOAD

Policy 244

PURPOSE: The purpose of this policy is for Lakes International Language Academy (“the school”) to maintain a manageable workload for those providing direct and indirect special education services in the special education department.

II. GENERAL STATEMENT OF POLICY

A. As required by MN Rule 3525.2340 4(B), for pupils who receive direct special education services for 60 percent or less of the instructional day, the school district must establish a board-approved policy for determining workload limits for special education staff based on student contact minutes, evaluation and reevaluation time, indirect services, Individualized Education Programs (IEP) managed, travel time, and other services required in the IEPs of eligible students.

1. The workload for Lakes International Language Academy: Lakes International Language Academy, is an inclusive school that incorporates a co-teaching and push-in model for student services. Due to the co-teaching emphasis, teachers provide a larger number of service hours to support the learning of students.

B. Workload limits for special education staff subject to this policy shall be determined by the Special Education Coordinator or the Director of Special Education.

1. Factors that must be considered in establishing workload limits under this policy are:
 - a. Student contact minutes;
 - b. Evaluation and re-evaluation time;
 - c. Direct service minutes;
 - d. Indirect service minutes;
 - e. Travel time between buildings required for the provision of services;
 - f. Management/Due Process of Individual Education Programs (IEPs);
 - g. Other services required by the IEPs of eligible students.

C. Workload limits may differ based on FTE and added responsibilities not paid by stipend. Those added responsibilities paid by an additional stipend may not be taken into consideration when determining workload limits.

Adopted: 09/12/2023