

Implementation Procedures

**SPECIAL EDUCATION
TEACHER WORKLOAD**

The purpose of this memo is to provide implementation procedures related to Section 6.8/B.8 (Special Education Teacher Workload) of the Procedural Agreement between Edmonds Education Association and the District. Section 6.8.B.8 compensates special education teachers two (2) hours at the per diem rate of pay for the purpose of preparing student Individualized Education Plans (IEPs).

Implementation Expectations

1. Initial and full annual IEPs (not amendments) are eligible for compensation.
2. In order to receive compensation, a complete draft of the IEP, excepting the prior written notice, will be prepared prior to and presented at the IEP meeting. If time allows, a copy of the draft will be submitted to the parents or legal guardian, Student Services Office Coordinator and building administrator.
3. IEP case managers will ensure that the parent/guardians received the final IEP and PWN at the conclusion of the IEP meeting unless there are changes. If there are changes, parents/guardians will receive a final copy of the IEP no later than 10 calendar days of the IEP meeting. If parents/guardians are not in attendance and the IEP meeting proceeds in their absence, parents/guardians will receive a copy of the completed IEP within ten (10) days. Upon submission/locking of the final IEP, case managers will submit the request for payment.
4. Any necessary corrections must be turned in to the Student Services Office coordinator within five (5) school days of receiving the notification that corrections are needed.
5. IEP Meeting Attendees must include: a district representative, who is not the case manager drafting the IEP, and a General Education teacher, unless a signed excusal form is attached.
6. Compensation will not be contingent upon attendance of other IEP team members at the meeting; rather, compensation will be contingent upon following the procedures and timelines herein.
7. A school day is defined as any day that students are in attendance.
8. Staff is encouraged not to schedule IEP meetings during the last week of the month in order to avoid the end-of-the-month rush.
9. Compensation will be paid in February and July for the previous months' IEPs.