

I. PURPOSE

The purpose of this policy is to establish general parameters for determining the workload limits of special education personnel who provide services to children with disabilities receiving direct special education services 60 percent or less of the instructional day in accordance with Minn. Rules 3525.2340.

II. DEFINITIONS

- A. Direct Services: Special education services provided by a special education teacher when the services are related to instruction, including cooperative teaching.
- B. Indirect Services: Special education services provided by a special education teacher which include ongoing progress reviews; cooperative planning; consultation; demonstration teaching; modification and adaption of the environment, curriculum, materials, etc.; and direct contact with children with disabilities.
- C. Workload: A special education teacher's total number of minutes required for all 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.

III. POLICY

- A. Workload limits for certain special education teachers shall be determined by the appropriate special education administrator, in consultation with the Lead School Administrator or designee.
- B. In determining workload limits for special education personnel, Athlos Academy of St. Cloud shall consider the following factors:
 - 1. Student contact minutes;
 - 2. Evaluation and reevaluation time;
 - 3. Indirect services;
 - 4. Management of IEPs;
 - 5. Travel time; and
 - 6. Other services required in the IEPs of eligible students.

Legal References:

[Minn. Rules 3525.0210](#)

[Minn. Rule 3525.2340](#)