

Workloads for Special Education

1. Oak Park and River Forest High School will ensure that there is sufficient staff available so that all services required under the students' IEPs can be provided at the requisite level of intensity.
2. Oak Park and River Forest High School Special Education classes will not exceed class sizes established by the Illinois State Board of Education.
3. The Special Education Division will review its targeted staffing patterns annually.
4. Each semester, the Case Manager will review all his/her students IEPs and be sure that all regular education staff receive a copy of the students IEP or a document that summarizes the IEP services and accommodations and that all related services are scheduled, and all technology and/or equipment is available.
5. A related service staff member's schedule will allow for evaluation and screening as required by the special educator's position.
6. A special educator's schedule will allow for consultation and collaboration among staff members and retain planning times and duty free lunches.
7. The number of instructional minutes or number of students served for each special educator will be calculated and reviewed periodically with the Special Education Director.
8. If a special educator believes his/her workload difficult to manage, the following would occur:
 - The special educator will schedule a meeting with his/her direct supervisor and Director of Special Education to discuss the concern.
 - The special educator would bring to this meeting the data, including service minutes, consultation time, and other requirements that make workload unmanageable.
 - Through a discussion with the Special Education Director and Program Chair, a written document of options and strategies will be developed to address the concern.
 - A subsequent meeting will take place to determine if the strategies are effective. If not, a contact with the next level of administration will be made.

This plan will be reviewed at the end of the 2009-2010 school year.