



Valley View Public Schools

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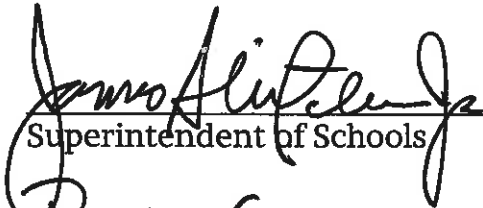
Workload Plan for Valley View 365U (VVSD) Special Educators

1. VVSD will ensure that there is sufficient staff available so that all services required under students' IEPs can be provided at the requisite level of intensity.
2. VVSD will not exceed class sizes established by ISBE.
3. VVSD 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 general education staff receives a copy of the students' IEPs, all related services are scheduled, and all technology and/or equipment are available.
5. Each special education related service staff shall submit a service schedule to his/her Building Administrator within 10 school days of the start of the school year or within 10 school days of any schedule change.
6. A special educator's schedule will take into consideration attendance at IEP meetings, consultation/collaboration, evaluation, screening, paperwork, reporting, maintenance of equipment, planning time, and lunch as required by the special educator's position.
7. The number of instructional minutes or number of students served for each special educator will be calculated and reviewed periodically with his/her Building Administrator.
8. If a special educator believes his/her workload to be difficult to manage, the following would occur:

- A. The special educator will schedule a meeting with his/her direct Building Administrator to discuss the concern.
- B. The special educator would bring to this meeting the data, including service minutes, consultation time and other requirements that make the workload unmanageable.
- C. Through a discussion with the building administrator, the administrator and special educator would develop a plan to address the concern.
- D. A contact should be made within 4-6 weeks to determine if the plan has been effective.
- E. If plan is unsuccessful then the parties involved will contact the Director of Special Education to determine, in a collaborative manner, the next steps to resolving the workload concern.

9. This plan will be reviewed periodically.

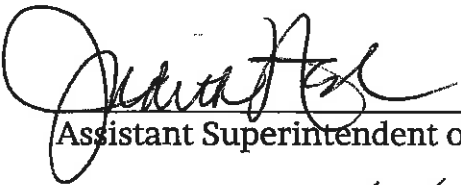
This plan was developed in collaboration between Valley View administration and The Valley View Council.


 Superintendent of Schools

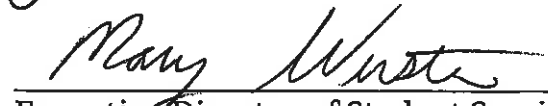
10/10/19
 Date


 Valley View Council Designee

10-23-19
 Date


 Assistant Superintendent of Human Resources

10/8/19
 Date


 Executive Director of Student Services

10/2/19
 Date