

### III. Time Documentation for Special Education Staff

#### A. Documentation for Professional Staff with Regular Schedules

For special education teachers and related service professionals who are assigned and perform work based on an established schedule, the staff documentation requirement for school year 2010-2011 is a set of two schedules which reflect the work that the staff member is performing.

1. **Required Documentation:** The documentation required for each professional staff member is a weekly schedule at two points in time one each in:
  - a. September to October and
  - b. January to February.

Each schedule must clearly indicate for which of the above periods it was in effect.

2. **Period Covered:** Each of the two schedules must cover the professional's **required work time for one school week** (Monday through Friday).
3. **Required Information:** For each time block, the schedule must indicate the activity to which the staff member is assigned and normally performs along with a list of the students being served. For instructional time blocks, the name of the subject being taught along with the students being served is sufficient. Blocks for other non-instructional activities may be general as it shows what normally happens during the period and students if appropriate. The following shows a sample-completed block:

	Monday
Block 1 Starting at 7:45 Ending at 8:25	<u>Reading</u> <i>Andy Ants, Connie Camp, Martin Mills</i>

The following is a sample completed co-teaching block indicating "co-teaching" with the subject being taught and the name of the regular education teacher who shares the co-teaching responsibilities, the student(s) receiving the service based on their IEP(s) and total number of students in the general education classroom during co-teaching time:

	Monday
Block 3 Starting at 9:15 Ending at 9:55	<u>Co-Teaching Math w/ Mrs. Mallow</u> (12 students) <i>Andy Ants, Connie Camp</i>

4. **Signatures:** Schedules should have an assurance that ***"I certify that this schedule is an accurate reflection of the work that was assigned and normally performed during this period."*** The schedule must be signed by the professional, then reviewed and signed by the professional's supervisor.

5. Caseload List: A caseload list for the full school year must be attached to the schedules. See F of this section for more detail.

***B. Documentation for Paraprofessionals, Para-educators, and Aides with Regular Schedules***

For non-professional staff performing special education responsibilities and who are assigned and perform work based on an established schedule, the staff documentation required for school year 2010-2011 is a set of two schedules which reflect the work that the staff member is performing with the same requirements as professional staff. There are a couple of additional requirements to document the time for paraprofessionals.

1. Additional Schedules When Significant Changes Happen: If there is a significant change to the paraprofessional's schedule, the new schedule with its effective date is to be included as part of the staff member's documentation.
2. Required Signatures: The signatures required on a paraprofessionals schedules are the employee, the employee's supervisor as well as the principal's.

***Please note that the supervisory union has the choice of using two one-week time studies instead of the two sample schedules. If the supervisory union makes that choice, it will apply to the special education staff for the supervisory union as well as its member school districts.***

<b>Employee - Caseload List</b>					
<b>For School Year 2010 - 2011</b>					
<b>Name:</b>		Nancy Nicholby			
<b>Position:</b>		Special Educator			
<b>School District:</b>		City Elementary School			
List below all of the students that you served for the school year indicated above. For each student served, indicate whether the service being provided was based on a plan (IEP, 504 plan or EST plan) or for another reason. For other, please provide a brief explanation such as special education evaluation.					
<i>Note: You do not need to include the names of non-sped students served through co-teaching activities.</i>					
Student's Name and ID Number		Services Being Provided Based On:			
		IEP	504 Plan	EST Plan	Other - Explain
<b>Andy Ants</b>	XXXXXXXX	X			
<b>Ben Buckle</b>	XXXXXXXX	X			
<b>Connie Camp</b>	XXXXXXXX	X			
<b>Dennis Dear</b>	XXXXXXXX	X			
Emily Erks	XXXXXXXX				Title I eligible but no Title I time
<b>Jimmy Jones</b>	XXXXXXXX	X			
<b>Kara Kute</b>	XXXXXXXX	X			
<i>Kathy Kute</i>	XXXXXXXX		X		
<i>Mandy Mills</i>	XXXXXXXX			X	
<b>Martin Mills</b>	XXXXXXXX	X			
<i>Peter Panda</i>	XXXXXXXX			X	
<b>Paul Pelt</b>	XXXXXXXX	X			
<i>Patsy Pine</i>	XXXXXXXX			X	
<i>Sam Smiles</i>	XXXXXXXX		X		
<b>Steve Smith</b>	XXXXXXXX	X			
(Please note for this example - <b>Bold</b> denotes students receiving IEP services; <i>Italic</i> denotes students receiving services required by 504 or EST plans; Regular font indicates students without a plan.)					

A sample schedule covering one week is as follows:

**Employee – Schedule**

**For School Year 2010 – 2011**

**Name:** Nancy Nicholby **For Week of:** 9/24/2010

**Position:** Special Educator

**School District:** City Elementary School

Below indicate the assigned work that you perform during your work day. For professionals, the time covered by the schedule needs to include the required work hours under your contract. For paraprofessionals, the time covered needs to include the time for which you are paid. Use one block for each different activity and use as many blocks as needed to cover your work day. In each block, indicate the activity being performed - for instructional periods, indicate the subject being taught and the students being taught. For other activities, provide a brief description and indicate students if the activity relates to specific students. For more details on completing the form, you can refer to the Technical Guide for Special Education Cost Documentation.

Enter time for each block	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Period 1</b> Starting at <u>8:15</u> Ending at <u>9:05</u>	<u>Reading</u> Paul P.	<u>Math</u> Dennis D Martin M Kathy K	8:15-8:45 <u>Writing</u> Kara K 8:45-9:35 <u>Case Management</u>	<u>Reading</u> Paul P.	<u>Math</u> Dennis D Martin M Kathy K
<b>Period 2</b> Starting at <u>9:10</u> Ending at <u>9:55</u>	<u>Math</u> Steve S	<u>Math</u> Steve S	9:35-9:55 <u>Prep for Grade 1&amp;2 Math Groups</u>	<u>Math</u> Steve S	<u>Math</u> Steve S
<b>Period 3</b> Starting at <u>10:00</u> Ending at <u>10:45</u>	<u>Math - Gr 1 group</u> Kara K Mandy M Patsy P	<u>Math - Gr 1 group</u> Kara K Mandy M Patsy P	<u>Math - Gr 1 group</u> Kara K Mandy M Patsy P	<u>Math - Gr 1 group</u> Kara K Mandy M Patsy P	<u>Math - Gr 1 group</u> Kara K Mandy M Patsy P
<b>Period 4</b> Starting at <u>10:50</u> Ending at <u>11:05</u>	<u>LUNCH</u>	<u>LUNCH</u>	10:50 to 11:15 <u>LUNCH</u>	<u>LUNCH</u>	<u>LUNCH</u>
<b>Period 5</b> Starting at <u>11:10</u> Ending at <u>11:30</u>	<u>Recess Duty</u>	<u>Recess Duty</u>	11:15 to 11:30 <u>EST Meeting</u>	<u>Recess Duty</u>	<u>Recess Duty</u>
<b>Period 6</b> Starting at <u>11:35</u> Ending at <u>12:15</u>	<u>Math - Gr 2 group</u> Peter P Sam S	<u>Math - Gr 2 group</u> Peter P Sam S	<u>Math - Gr 2 group</u> Peter P Sam S	<u>Math - Gr 2 group</u> Peter P Sam S	<u>Math - Gr 2 group</u> Peter P Sam S
<b>Period 7</b> Starting at <u>12:20</u> Ending at <u>1:00</u>	<u>Reading</u> Andy A	<u>Prep time for Math Groups</u>	<u>Reading</u> Steve S	<u>Reading</u> Steve S	<u>Sped Case Management</u>
<b>Period 8</b> Starting at <u>1:05</u> Ending at <u>1:45</u>	<u>Preparation Time for Reading</u>	<u>Math</u> Paul P	<u>Preparation Time for indiv. Math and Co-teaching</u>	<u>Math</u> Paul P	<u>Sped Case management including IEP meetings</u>
<b>Period 9</b> Starting at <u>1:50</u> Ending at <u>2:30</u>	<u>Reading</u> Emily E Connie C	<u>Reading</u> Emily E Connie C	<u>Co-Teaching Math with Mary Kay (17 Students)</u>	<u>Reading</u> Emily E Connie C	<u>Reading</u> Emily E Connie C

I certify that this schedule is an accurate reflection of the work assigned and normally performed during this period.

Employee's signature: <u>Nancy Nicholby</u>	Date: <u>9/27/2010</u>
Supervisor's signature: <u>Betsy Ross</u>	Date: <u>9/27/2010</u>
For paraprofessional's schedules:	Date:
Principal's signature:	Date: