



Workload
Caseload
Paperwork

General
Educators

Specialized
Educators

Para-
Educators

Instructional
Assistants

Related
Service
Providers

Personal
Assistants

Support
Personnel

Administrators

Workload

All activities required and performed by professionals including direct and indirect activities necessary to:

- Support student education programs;
- Ensure compliance with IDEA, ESEA, and other state or local mandates; and
- Fulfill the role of professionals working in the school setting.

Workload is reflective of educational setting requirements and includes assessment and interventions as well as ongoing collaboration with regular and special education staff, communication with parents, and participation in school and district-level committees.

Caseload

The *number* of students with Individualized Education Programs (IEPs) or Individualized Family Service Plans (IFSPs) who are receiving services.

The term does not consider the amount of time required to meet each student's needs or the professionals' other responsibilities within the broader school setting.

Paperwork

- The documentation related to, but not limited to:
 - Developing meeting notices;
 - Gathering materials in advance of the IEP or the IFSP team meetings;
 - Conducting and writing initial and reevaluations assessment reports;
 - Tracking student progress;
 - Planning, organizing , and summarizing the IEP team of IFSP meeting; and
 - Coordinating services among teachers and related services personnel.