



5701

Special Education Workload Limits

Policy 5701

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Effective Date: 11/16/2016

Revision Dates:

Review Dates:

I. PURPOSE

Minnesota law establishes the workload for special education staff when they serve the educational needs of students who receive direct special instruction for more than sixty percent (60%) of the instructional day. Minneapolis Public Schools follows these requirements for these students. For students who receive direct special education instruction for sixty percent or less of the instructional day, the law requires that the district establish a policy to determine how workload limits are set for the special education staff who serve these students. The purpose of this policy is to establish how the workload limits for special education staff who provide direct special education services to students who receive those services sixty percent or less of their instructional day.

II. GENERAL STATEMENT OF POLICY

- A. This policy is applicable to special education teachers employed by the district as special education teachers and who provide services to students who receive direct special education services for sixty percent or less of their instructional day.
- B. Workload limits for special education teachers subject to this policy shall be determined by the appropriate special education administrator, in consultation with the principal of the building to which the teacher is assigned and the Superintendent, or Superintendent's designee.
- C. The factors that must be considered in establishing workload limits under this policy are:
 - 1. Student contact minutes;
 - 2. Evaluation and reevaluation time;
 - 3. Indirect services time;
 - 4. Management of Individual Educational Programs (IEPs),
 - 5. Travel time required for provision of services or management of IEPs; and
 - 6. Other services required by the IEPs of eligible students.
- D. Nothing in this policy shall be construed as a reopening of negotiations between the district and the special education teachers' exclusive representative, nor shall it be construed to alter or limit in any way the managerial rights or other authority of the district as employer under law or as expressed in any collective



bargaining agreement between the district and the teachers' exclusive representative.

III. DEFINITIONS

For the purposes of this policy and any regulations created for its implementation, the following words shall be defined as stated herein:

- A. "Direct Services" means special education services provided by a duly licensed teacher or a related service professional when the services are related to instruction, including cooperative teaching.
- B. "Evaluation or reevaluation" means an appropriate individual educational evaluation of a student's performance or development conducted by an appropriately licensed professional.
- C. "Indirect Services" means special education services provided by a duly licensed teacher or related service professional which include:
 - 1. Ongoing progress reviews;
 - 2. Cooperative planning;
 - 3. Consultation;
 - 4. Demonstration teaching;
 - 5. Modification and adaption of the student's environment, curriculum, materials or equipment; and
 - 6. Direct contact with students to monitor and observe.
- D. "Related Service Professional" means properly licensed persons who provide Speech and Language Pathology Services, School Nursing services, School Psychology services, School Social Work services, and Physical Therapy and Occupational Therapy services to eligible students.
- E. "Special Education Staff" and "Special Education Teacher" both mean a teacher employed by the district who is licensed under the rules of the Minnesota Board of Teaching to instruct children with specific, disabling conditions and who is employed by the district to provide instructional services to students with disabling conditions. Neither of these terms includes employees of the District who are assigned to Special Education classrooms, or to individual students or teachers, who are not licensed as a special education teacher or who are not employed as a special education teacher.



Legal References:

Minn. Stat. §179A.07, Subd. 1 (Inherent Managerial Policy)

Minn. Rule 3525.0210 (Definitions)

Minn. Rule 3525.2340 (Caseload)

Cross References:

MPS Policy 5700 (Special Education)