

Workload Time Survey 200_

Week of:	Number of minutes performing function		
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Name: _____ School: _____

		WORKLOAD TIME SURVEY 200_						
Week of:		Number of minutes performing function						
		Monday	Tuesday	Wednesday	Thursday	Friday	Total	Not Completed
Direct Services								
<ul style="list-style-type: none"> • Face-to-face services: <ul style="list-style-type: none"> • in pull-out setting • in classroom • Home • Home and Hospital • Non-public/Child Find • Infant toddler • Face-to-face initial evaluations and reevaluations, observe student in class • Other face-to-face interactions with students in IEP meetings 								
Subtotal								
		WORKLOAD TIME SURVEY 2005						
		Number of minutes performing function						

Name: _____ School: _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Total	Not Completed
Indirect Services to support students' ed programs/LRE							
• Observe students in classrooms (for all purposes <i>except</i> evals)							
• Pre-referral activities including teacher consultation and attendance at IEP meeting							
• School staff meeting							
• Attend student team meetings							
• Program communication device							
• Create communication display							
• Create adapted curriculum material							
• Plan program implementation							
• Design transition plans							
• Ongoing student and staff support							
• Communicate with families (phone, email, mail, meetings)							
• Equipment and software review and selection							
• Clerical associated with equipment requests, ordering, inventory, placement, warranty and repair							
• Dissemination and delivery of equipment and repairs							
	WORKLOAD TIME SURVEY 2005						
	Number of minutes performing function						

Name: _____ School: _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Total	Not Completed
Indirect Services to support students' ed programs/LRE (CONT.) <ul style="list-style-type: none"> • Developing communication systems • Consult with outside agency • Collaborate with staff • Collaborate with special and general educators • Installing software • Software activity authoring • Trouble shooting software and hardware issues • Technical support • Train teachers/paras/parents • Provide staff development- <ul style="list-style-type: none"> • school-based <ul style="list-style-type: none"> • teachers • paraprofessionals • parents • county-wide <ul style="list-style-type: none"> • Teachers • Paraprofessionals • Parents • Administrators 							
Indirect Services to support students in LRE/gen ed <ul style="list-style-type: none"> • Consult with teachers/employers to make appropriate AT recommendations 							
Subtotal							

Name: _____ School: _____
