

## SPEECH LANGUAGE PATHOLOGIST CASELOAD OVERLOAD FORM

Please read the following information from the SKEA negotiated agreement. Please complete the information on the other side of this page by calendar month and submit to OSS by the 1<sup>st</sup> of each month.

**Please retain a copy of this form for your records.**

### PLEASE COMPLETE THE FORM ON THE REVERSE SIDE.

Section 6.3.5 Special Education Support Staff (ESAs) Workload It is recognized that many variables impact the caseloads of Special Education Support Staff. These variables need to be considered when reviewing individual caseloads. It is also recognized that there may be a caseload range considered for best practice to meet student needs. Every attempt will be made to follow the recommended caseload ranges for the best practices of Special Education Services. An annual, or as needed, meeting will be conducted between the support staff and supervisor to review assignments and equity of caseloads. Variables to be considered when reviewing caseloads should include, but not be limited to, demographics of site, documentation and compliance paperwork, number of worksites, planning/preparation, classified support, severity and type of disabilities, number of assessments, technology support for individual students, and the amount of Specially Designed Instruction (SDI) per IEP.

Section 6.3.5.2 Speech and Language Pathologist The caseload maximum for SLP shall be based on IEP caseload and shall be 48 maximum IEP per 1.0 FTE (prorated by FTE). The annual meeting identified in Section 6.3.5 to review assignments shall occur on or around October 1 each year, and again in May to discuss projected caseloads for the following year. When the caseload is exceeded, a joint meeting between the Director of Special Services or designee and involved staff will take place within eight (8) workdays. The purpose of the meeting is to select appropriate alternative(s) to remedy the situation. Options in alphabetical but not priority order, include, but are not limited to: additional clerical time, additional paraeducator time, additional SLP time, additional paid IEP time, transfer a SLP, transfer students between SLPs and buildings, or other remedies to alleviate the overage. Subcontracted services are not subject to the overload provisions above.

# SPEECH LANGUAGE PATHOLOGIST CASELOAD OVERLOAD FORM

For SLP overload - Please complete the information below by calendar month and submit to OSS by the 1st of each month.

**Please retain a copy of this form for your records.**

**SLP's Name:** \_\_\_\_\_

**Building:** \_\_\_\_\_

**Account Code:** \_\_\_\_\_

Date	Number of Students Over Maximum

Date (Cont.)	Number of Students Over Maximum

\_\_\_\_\_  
Employee's Signature                      Date

\_\_\_\_\_  
Human Resources Approval              Date

\_\_\_\_\_  
Supervisor's Approval                      Date

\_\_\_\_\_  
Budget Administrator                      Date

## THIS SECTION FOR PAYROLL USE ONLY:

Insert # of days over maximum _____	X	# of students over maximum _____	X \$5	= _____
Insert # of days over maximum _____	X	# of students over maximum _____	X \$5	= _____
Insert # of days over maximum _____	X	# of students over maximum _____	X \$5	= _____
Insert # of days over maximum _____	X	# of students over maximum _____	X \$5	= _____

**GRAND TOTAL**                      = \_\_\_\_\_