

Workload Time Survey (Form B)

Week of:	Number of minutes performing function					* Time You Need
	Monday	Tuesday	Wednesday	Thursday	Friday	
Direct Services <ul style="list-style-type: none"> • Face-to-face services: <ul style="list-style-type: none"> • in pull-out setting • in classroom or other settings • Face-to-face initial evaluations and reevaluations (administer tests, observe student in class for eval purposes) • Other face-to-face interactions with students 						
Indirect Services to support students' ed programs <ul style="list-style-type: none"> • Analyze environments (aug comm) • Analyze curriculum (gen ed) • Attend student team meetings • Design lesson plans (prep 55 min/day) • Design transition plans • Program aug comm devices • Train teachers/paras/parents (e.g., aug comm) • Maintain aug comm equipment • Special student-related preparation • Interview teachers (gen ed) • Provide staff development 						
Indirect Services to support students in LRE/gen ed <ul style="list-style-type: none"> • Observe students in classrooms (for all purposes except evals) • Pre-referral activities including teacher consultation and attendance at CTARS meetings • Adapt gen ed curriculum and materials for your students • Connect standards to IEP (include becoming familiar with the standards, materials, lessons, texts, and projects for which your students are responsible) • Consult with teachers to match student learning style and teaching style 						