

<p>Compliance to support federal, state and district mandates <i>Highlight those activities you do before and after the defined student day.</i></p> <ul style="list-style-type: none"> • Attend staff meetings • Attend eval/reeval meetings • Attend IEP meetings • Attend student support meetings • Attend other compliance-related meetings (sig change, trans) • School duties (hall, bus, lunch, etc.) • Complete daily service logs • Complete progress reports • Score and interpret tests • Write eval summary reports • Photocopying associated with logs, progress reports, evals, IEPs, etc. • Participate in professional development • Participate on school committees • Travel between assignments (include setup time) • Write funding reports (aug comm) • Supervise paraprofessionals • Write exit summary and notices for exiting students <p>Case management activities:</p> <ul style="list-style-type: none"> • Send notices for eval/reeval/IEPs meetings, etc. • Obtain parental permission • Communicate with other school team members • Write and compile notes and docs related to IEP meetings, etc. • Keep due process file up to date and in compliance • Copying, other related clerical • Other case management tasks 						
<p>Other Activities</p> <ul style="list-style-type: none"> • Schedule/use interpreters for English Language Learners • Train bilingual interpreters • District email, phone calls, etc. • Other (please list): 						
<p>Total Time per day</p> <ul style="list-style-type: none"> • Student day: 335 min (exclude 25-min lunch) • Teacher day: 435 min (exclude 30-min duty-free lunch) 						