

### Workload Activity Clusters Worksheet

	DS	IS	IA	CA
<b>Direct Services (DS)</b> Assessment and intervention services to students				
Counsel students				
Evaluate/re-evaluate students for eligibility for special education				
Identify students with speech and language impairment				
Implement IEPs and IFSPs				
Provide direct intervention to students using a continuum of service-delivery options				
<b>DS Total</b>				
<b>Indirect Services (IS)</b> Services that support students' educational programs				
Analyze and engineer environments to increase opportunities for communication				
Analyze demands of the curriculum and effects on students				
Attend student planning teams to solve specific problems				
Attend teacher/service provider meetings (planning, progress monitoring, modifications to program)				
Communicate and coordinate with outside agencies				
Contribute to the development of IEPs, IFSPs				
Coordinate with private, nonpublic school teachers and staff				
Design service plans				
Design and implement transition evaluations and transition goals				
Design and program high-, medium-, and low-tech augmentative communication systems				
Engage in special preparation to provide direct services (e.g., low incidence populations, research best practices)				
Interview teachers				
Make referrals to other professionals				
Monitor implementation of IEP modifications				
Observe students in classrooms				
Plan and prepare lessons				
Plan for student transitions				
Provide staff development to school staff, parents, and others				
Program and maintain assistive technology/augmentative communication systems(AT/AC) and equipment				
Train teachers and staff for AT/AC system use				
<b>IS Total</b>				
<b>Indirect Activities (IA)</b> Activities that support students in the least restrictive environment and general education curriculum				
Engage in dynamic assessment of students				
Connect standards for the learner to the IEP				
Consult with teachers to match students learning style and teaching style				
Design and engage in pre-referral intervention activities				
Design/recommend adaptations to curriculum and delivery of instruction				
Design/recommend modifications to the curriculum to benefit students with special needs				
Participate in activities designed to help prevent academic and literacy problems				
Observe students in classrooms				
Screen students for suspected problems with communication, learning, and literacy				
<b>IA Total</b>				
<b>Compliance Activities (CA)</b> Activities that support compliance with federal, state, and local mandates				
Attend staff/faculty meetings				
Carry out assigned school duties (e.g. hall, lunch, bus, extracurricular)				
Collect and report student performance data				
Complete compliance paperwork				
Complete daily logs of student services				
Complete parent contact logs				
Document services to students and other activities				
Document third-party billing activities				
Participate in parent/teacher conferences				
Participate in professional association activities				
Participate in professional development				
Participate on school improvement teams				
Participate on school or district committees				
Serve multiple schools and sites				
Supervise paraprofessionals, teacher aides, interns, CFYs				
Write funding reports for assistive technology and augmentative communication				
Travel between buildings				
Write periodic student progress reports				
Write student evaluation reports				
<b>CA totals</b>				
<b>Grand Totals</b>				

