



EDMONDS SCHOOL DISTRICT
20420 68th Avenue West
Lynnwood, WA 98036

EDMONDS EDUCATION ASSOCIATION
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Lynnwood, WA 98036

□ Implementation Procedures □

**SPECIAL EDUCATION
TEACHER WORKLOAD**

The purpose of this memo is to provide implementation procedures related to Section 6.8/B.8 (Special Education Teacher Workload) of the Procedural Agreement between Edmonds Education Association and the District. Section 6.8.B.8 compensates special education teachers two (2) hours at the per diem rate of pay for the purpose of preparing student Individualized Education Plans (IEPs).

Implementation Expectations

1. Initial and full annual IEPs (not amendments) are eligible for compensation.
2. In order to receive compensation IEPs must be turned in to the Program Secretary within five (5) school days of the IEP meeting OR the second (2nd) to the last business day of the month, whichever comes first; AND
 - a) **NOTE:** In the event you are unable to meet the deadline due to technical difficulties with IEP online, please contact your program director.
 - b) any necessary corrections must be turned in to the Program Secretary within five (5) school days of receiving the notification that corrections are needed.
3. A school day is defined as any day that students are in attendance.
4. If a parent fails to attend an annual IEP meeting, the team should still meet, sign the IEP, and turn in the IEP to the Program Secretary within the five (5) school days.
5. Staff is encouraged not to schedule IEP meetings during the last week of the month in order to avoid the end-of-the-month rush.
6. Compensation will be paid in February and July for the previous months' IEPs.