# Workload Time Survey (Form B)

**Week of:**

<table>
<thead>
<tr>
<th>Number of minutes performing function</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>* Time You Need</th>
</tr>
</thead>
</table>

## Direct Services

- Face-to-face services:
  - 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

- 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

- 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