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| ***Together, Educating Every Student for Excellence*** |  | **Special Services Department**  1899 S. College Ave. Newark, DE 19702  Phone: (302) 552-2600 ext. 545 |

**Dan Shelton, Ed.D. Rebecca Ryan**

*Superintendent Director*

To: CSD Principals/Assistant Principals

Special Program Leaders

From: Becky Ryan

Director of Special Services

RE:  IEP Writing Compensation

Updated as of 9/20/2022

The Christina School District recognizes that IEP writing is a professional responsibility of Special Education Teachers and is considered to be part of planning for instruction. We recognize that there are circumstances that cause a teacher to have to write IEP’s outside of their planning and work day. While this should be the exception, not the rule, we want to ensure that teachers are compensated appropriately.

A Special Education Teacher wishing to enter time for compensation shall create a plan for the school year, broken down by month that includes the number of hours OUTSIDE of the school day, the students’ names, the needs based funding code for each student, and the reason that EPER is necessary. The yearly plan is developed and submitted for review by building administration. Each month, the teacher verifies the students and amount of time necessary OUTSIDE of the school day as caseloads often change or additional time is provided during the school day.

The Principal of each building/program will review these monthly requests and approve within 1 week. When the teacher works the approved hours, the teacher must enter the time in DSC utilizing the “IEP Writing” drop down. The principal will refer back to the yearly plan and pre-approved monthly plan prior to signing off on work completed within DSC.

As referenced in CEA Teacher Negotiated Agreement 28:13, 30 minutes may be submitted for a Basic student and up to 1 hour may be submitted for an Intense or Complex student.