

# School Psychologist/Social Worker Workload Dispute Form

Name: \_\_\_\_\_

File #: \_\_\_\_\_

School: \_\_\_\_\_

District: \_\_\_\_\_

Discipline: \_\_\_\_\_

I request a conference with you to discuss the following complaint:

Nature of complaint:

The nature of my complaint is that as of July 2007, numerous new tasks have been added to my workload which had already been excessive. Specifically, as a **school psychologist**, I am now required to complete the following tasks:

1. Attend Pupil Personnel Committee meetings
2. Consultation with school staff on Pre-Referral Interventions
3. Consultation with parents, Pre-Referral
4. Consultation with Teachers, Team Members, Administrators, Related Service Providers, Guidance Counselors, Deans, Nurses, Security Staff, Paraprofessionals, School Aides
5. Development of Behavior Management Plans
6. Referral for services outside of the school setting
7. Crisis Intervention with Students
8. Related Service Counseling of Mandated Special Education Students
9. Manifestation Determination Reviews
10. 504 Referrals, as needed
11. Designated Liaison on Child Abuse cases, as needed
12. Suicide Prevention Team, as needed
13. Case Management (approximately **45 forms** that are used in varying circumstances throughout the Special Education Evaluation and Placement Process)
14. Provide Direction to Clerical Support Staff
15. Comprehensive Psychological and Comprehensive Educational testing of students already in or referred for special education services.
16. Comprehensive Bilingual Psychological and Comprehensive Bilingual Educational testing, done in both languages, of students already in or referred for special education services.
17. Clinical interview with Students
18. Review of Cumulative Records, Report Cards, teacher reports, standardized test scores, medical records, Social Histories, referral requests
19. Consultation with parents, post-referral
20. Social Updates for Reevaluations and Triennials
21. Analyze Psychological and Educational test data, review of records information and consultation information. Organize the results in a written report
22. Classroom Observations
22. Prepare reports regarding classroom observations
23. Prepare Drafts of the majority of pages, if not all (up to 13) of the Individualized Education Program for each case
24. Plan and conduct Educational Planning Conferences
25. Plan and conduct Committee on Special Education Reviews, now conducted on school level only
26. Attend Impartial Hearings, as needed
27. Finalize special education placements in the home zoned school
28. Special Education "Go To Person" in each school
29. Contact Administrators with compliance information
30. Plan and conduct Annual Review meetings for Related Service Only cases
31. Functional Behavioral Assessments
32. Behavior Intervention Plans
33. Evaluation of Students placed outside of the assigned school(s): Inclusion and Turning 5
34. Redeployed to assist other Psychologists, as needed

35. Perform clerical tasks in the absence of a Clerical Support Person
36. Perform IEP Teacher tasks in the absence of an IEP Teacher
37. Assistive Technology Referrals
38. Plan and conduct Interim Service Plan meetings
39. Request Bilingual Evaluations
40. Request Parent Members for CSE Review meetings
41. Vocational Assessment of students over 12 years of age
42. Distribute and collect student progress reports
43. Be familiar with Federal and State Laws and Regulations. Have working knowledge of City Regulations and memoranda as they relate to the special education process
44. Seek/locate private, quiet testing space
45. Request vision/hearing screening and resulting documentation
46. Orient new team members to special education Standard Operating Procedures and to the building
47. Coordinate the workload and relate to separate sets of Administrators in building where there are multiple sites (3-6 schools in a building)
48. Access the Student Information System for placement and recommendation history
49. Receive and send IEP and documents for transfer student
50. Call the DoE Help Desk for access to email account, installation of software, access to ATS, repair of computer and printer equipment
51. Solve data processing problems
52. Attend mandated workshops
53. Facilitate “contracted out” assessments
54. Facilitate after school, weekend and summer per session cases
55. Respond to subpoenas from ACS and meet with caseworkers as needed
56. Maintain files and records
57. Clock In and open Reevaluations and Triennials in each school
58. Offer seats within the student’s current school via the SEC computerized placement system
59. Referral to CBST
60. Finalize CBST placements – Final Notice, Consent and Authorization
61. Request Assistance From the ISC – new forum
62. Referrals for Home Instruction
63. Recommendations for Specialized Transportation
64. Request site offers for CTT and self contained placements
65. Finalize CTT or self contained placements within the home zoned school
66. Evaluate HHVI students
67. Reconvene CSE Review meetings to resolve conflicts/disagreements over recommendations made at the original EPC/CSE review
68. Initiate Paraprofessional Recommendations
69. Referrals for District 75 Placements
54. Track Related Service “First Attend Dates” and the provision of Related Services
55. School Suspension Plans
56. More frequent Redeployment due to the separation of the ISC and CSE
57. Other \_\_\_\_\_

In addition, I am required to fill out the following SBST case management forms:

1. School Psychologist Caseload Management Plan
2. School Assessment Team Evaluation and Review Schedule
3. Contact Sheet
4. Parent Contact Form
5. Request for Physical Examination
6. Student Progress Report – Teacher/Provider
7. Procedural Safeguards Notice
8. Request for Medical Accommodations to be Completed by Treating Physician
9. Authorization for Release of Health Information Pursuant to HIPPA
10. OSH Physician Review: Medical Requests for Transportation Accommodation
11. Medical Request for Home Instruction to be Completed by Treating Physician
12. School Psychologist Request for Assistance to the ISC
13. Request for Specialized Evaluations
14. Request for Speech Evaluations Only
15. Assessment Authorization Form
16. Independent Evaluation Information
17. Assistive Technology Evaluation Referral

18. Exam Completion Form
19. Outside Assessment and HHVI Results
20. M-2 Meeting Notice for EPC/CSE Review
21. Declination Letter
22. Emotional Disability Justification Form
23. Specific Learning Disability Justification Form
24. C-4 Final Notice of Recommendation to Remain in General Education
25. EPC/CSE Conference Result Form
26. C-6 Final Notice of Recommendation – Initial
27. Notice to Attend Special Education Program
28. CCP5 SBST Case Material Checklist
29. Notice of Request for Review of IEP
30. NT – Notice of No Testing
31. C-2 Consent for Reevaluation/Triennial Evaluation
32. W-2 Notice of Withdrawal of Referral for Reevaluation Y Triennial Evaluation
33. C-8 Final Notice of Recommendation of Modification of IEP
34. A-2 Authorization to Commence Change of Program/Service Category
35. C-10 Final Notice of Recommendation Change of Program/Service Category
36. IEP 11-13 Pages
37. Paraprofessional Initiation Form
38. OSEPO Request for Site Offer Form
39. D 75 Placement Office Referral Form
40. Mediation Request Form
41. School Interpretation Request Form
42. Translation Request Form
43. MDR and Suspension Plan Assignments and Manifestation Determination Checklist
44. Parent Member List and Parent Member Stipend Request Form
45. Bi-Weekly Related Service Status Form

By any standard, the increased number of tasks creates an unacceptable work load.

Remedy sought:

The remedy I seek is an immediate reduction in my workload including a prioritization of tasks.

\_\_\_\_\_, Chapter Leader or designee will accompany me to  
(Name)

this conference.

Signature \_\_\_\_\_

To Administrator \_\_\_\_\_  
(Date)

Administrator Determination \_\_\_\_\_  
(Date)

Resolved  Not resolved

To Superintendent \_\_\_\_\_  
(Date)

Superintendent's determination  attached \_\_\_\_\_  
(Date)

Resolved  Not resolved

Appeal to Chancellor  attached \_\_\_\_\_  
(Date)

Chancellor's determination  attached \_\_\_\_\_

(Date)

Resolved

Not resolved