

Topic	Formula	BVI/DHH
Assessment - work directly with student	Multiply # of students times frequency of service in a month (= a year) (Includes new referrals, assessments, Level 2-4 School Age)	45 minutes
Home Visits	Multiply # of students times frequency of service in a month times 9 (equals a year) (Birth to School Age)	60 minutes
Monitor Contacts	Multiply # of students time frequency of service in a year (Level 0-1)	30 minutes
Consultations w/Schools	Multiply # of students times frequency of service in a month times 9 (equals a year) (Level 2-4 School Age)	45 minutes
IEP/IFSP/504	Multiple # of meetings times frequency of occurrence in a year	90 minutes
Staff Training (w Para/Brl/FA) includes direct modeling	Multiply # of paras times reported frequency in a week times 40 (equals a year) * beyond direct instruction/consultation time	60 minutes
Management of FA & Invoicing		20 minutes
Preparation (lesson)* Phone calls, Emails, Faxing, Office Paperwork	8 hours per week times 40 weeks (equals a year)	320 hours per year
Preparing Materials (APH) Braille/tactile materials; Preparation for home/school lessons, APH material orders and collect at MSDB	Multiply # of students times 1 hr per week times 40 weeks	1 hour per
Travel Time	1 hour = 50 miles distance driving	20176

Report Writing - Assessments Reports (FVE, LMA, ECC, O&M, etc.)	90 minutes per child per year	72
Presentations(School/Part C)	1 hour per school served per year (multiply number of schools by 1 hour)	25
Participation in Professional development Participation on a committee	Inservice(s) (fall/spring) – 32 hours per year (Orientation– 16 hours per year)	32
Referrals and early intervention (0-school age) and secondary (HS) transition students	4 hours per referral or transition student per year	10
Special Projects	Enter number of hours Supervisor has approved	100
	Total Work Hours Per Year	

Clarification:

Special Projects may include: campus visits, Family Learning Weekend (FLW), Deaf Enrichment Week Untangling The Dots UTD, Committee Meetings, Low Vision Clinics, Audiology Clinics, etc. The costs and time allotments for the above. Activities participated in-lieu of regular services do not warrant

Notes:

Number of workdays in a school year: 200 8-hour days

Number of work hours in a school year: 1600

Number of work weeks in a school year = 40

# of Students/Meetings/Weeks	Frequency	Total Hours Per Year Per Category
45		100
		36
		25
		50
45		67.5
4		400
		0
		320
1	1	72
		404

14 60

13

		108
		25
		32
		40
		100
		1779.5

end (DEW), Visually Impaired Enrichment Weekend (VIEW),
sultant will work with his/her supervisor to determine activities
additional time.