

SPECIAL EDUCATION

caseload management by the minute

Use this tool for ideas on how to effectively manage your time to maximize efficiency.

5 min

- Make a **positive phone call/text**
- Generate **invitations** and **calendar holds**
- **Print** invitations and/or IEP drafts
- **Meet** a parent/guardian at arrival/dismissal
- Conduct **mini-observations**
- **Collect** progress monitoring data

10 min

- **Print and distribute** observation forms
- **Input** progress monitoring data
- **Visit** students at lunch or in extracurriculars
- Draft (and save!) a **progress report**
- Complete an **FBA or BIP observation**
- Conduct a **transition interview** with a student

15 min

- Draft a “**present level**” (PLAAFP /PLEP)
- **Review** an upcoming lesson plan
- **Prepare materials** for a small group
- **Plan** next week’s schedule
- **Consult** with a colleague
- **Share** new IEPs-at-a-Glance at a grade team meeting (include time for questions!)



Diverse Learners
COOPERATIVE