

TIME AND EFFORT ACTIVITY

Instructions: Use the Time and Effort Flowsheet to determine which Time and Effort Document the district/LEA must complete for each employee below.

1. Mr. Parker is a special education teacher whose salary and benefits are paid with IDEA Part B federal funds and local revenue. He teaches students with IEP's only.
 - a) Semi-Annual Certification form or Semi-Annual Certification (Alternative) form
 - b) Annual Substitute System Management form & Substitute System Employee Certification form
 - c) Monthly PAR
 - d) None of the above

2. Mrs. Jordan is a one-on-one paraprofessional for a student with an IEP. Her salary and benefits are paid with state funds and local funds.
 - a) Semi-Annual Certification form or Semi-Annual Certification (Alternative) form
 - b) Annual Substitute System Management form & Substitute System Employee Certification form
 - c) Monthly PAR
 - d) None of the above

3. Mr. Allen is a paraprofessional who provides services to students with IEP's and non-IEP students. He is paid with IDEA Part B federal funds and state funds and has the following daily schedule:
8:00 am – 11:00 am Special Education Classes
11:00 am – 11:30 am Title I Classes
11:30 am – 12:00 pm Lunch
12:00 pm – 3:00 pm Special Education Classes
 - a) Semi-Annual Certification form or Semi-Annual Certification (Alternative) form
 - b) Annual Substitute System Management form & Substitute System Employee Certification form
 - c) Monthly PAR
 - d) None of the above

4. Ms. Hammond is a Special Services Director for the following programs: Special Education, Title, and ELL. She is paid with IDEA Part B federal funds and local funds.
 - a) Semi-Annual Certification form or Semi-Annual Certification (Alternative) form
 - b) Annual Substitute System Management form & Substitute System Employee Certification form
 - c) Monthly PAR
 - d) None of the above

5. Miss Kelly is a speech pathologist. She provides services to students with IEP's and to private, parochial, and home schooled students with disabilities. She is paid with IDEA Part B federal funds and local funds.
 - a) Semi-Annual Certification form or Semi-Annual Certification (Alternative) form
 - b) Annual Substitute System Management form & Substitute System Employee Certification form
 - c) Monthly PAR
 - d) None of the above

6. Mr. Meyer is a teacher paid with IDEA Part B federal funds and local funds and has the following daily schedule:
8:00 am – 11:00 am Special Education Classes
11:00 am – 11:30 am Lunch Duty
11:30 am – 12:00 pm Lunch/Plan Time
12:00 pm – 3:00 pm Special Education Classes
3:00 pm – 3:30 pm Bus Duty
 - a) Semi-Annual Certification form or Semi-Annual Certification (Alternative) form
 - b) Annual Substitute System Management form & Substitute System Employee Certification form
 - c) Monthly PAR
 - d) None of the above

