



March 14, 2008

TO: All Involuntarily Transferred Paraeducators

FROM: Kirk J. Thompson
Director, Human Resources

Re: **Reassignment 2008/2009 School Year**

- I. The administrator of your school recently received enrollment numbers and staffing allocations for the 2008/2009 school year.
- II. The administrator was directed to organize their school staffing for the new school year and provide the Office Of Human Resources with two lists. The first list contains the names of paraeducators who would be involuntarily transferred for next year due to a reduction in school enrollment or in the selection of electives. The second list is designed to indicate the vacancies that each administrator will have on his or her staff.
- III. Your name was submitted to this office, by your administrator, as an involuntary transferred paraeducator for the 2008-2009 school year. You should be aware that the hiring of new staff will not be authorized until all involuntarily transferred paraeducators and those paraeducators returning from leave of absence have been placed.
- IV. Attached is a list of the known available positions at this time.
- V. Transfer forms are attached for your use. To indicate the schools you would prefer to transfer to in August, please complete a form for *each* vacancy in which you are interested. You may make copies of the transfer form, if necessary. You may also include a school preference (i.e. #1, #2 and #3.) This will not guarantee a particular placement, but will provide the directors additional information when discussing and approving your placement.
- VI. The forms should be returned to **Rebecca Salerno**, in Human Resources, **no later than Friday, March 28, 2008.**
- VII. A meeting is scheduled on **Wednesday, March 26, 2008, for all involuntarily transferred paraeducators** at the Homewood School at 4:00 p.m. This meeting is for those who may have questions about this process and wish assistance in completing the attached forms.

We realize that this can be a stressful time for you as you plan for the coming school year. Our goal is to assist you in this process and to make it as easy a transition as possible.

Attachments