



Recommendation to Hire or Change in Internal Assignment (Adult Ed, Enrichment, Child Care, Beacon, Special Ed Para)

TO: Human Resources

FROM: (Check all that apply)
\_\_\_ Adult Ed \_\_\_ Child Care \_\_\_ Special Ed Para
\_\_\_ Enrichment \_\_\_ Beacon \_\_\_ Other

RE: \_\_\_ RECOMMENDATION TO HIRE, or
\_\_\_ INTERNAL ASSIGNMENT CHANGE

DATE: \_\_\_\_\_

Name: \_\_\_\_\_ (First) \_\_\_\_\_ (Middle) \_\_\_\_\_ (Last)

New Hire Title: \_\_\_\_\_ ASHER ONLY: Pay Rate \_\_\_\_\_, Acct # \_\_\_\_\_

Change of Assignment: \_\_\_\_\_ (From) \_\_\_\_\_ (To) \_\_\_\_\_ (Eff. Date)

Building: \_\_\_\_\_ Total Daily Contract Hrs: \_\_\_\_\_ Have Hrs Changed? Y/N \_\_\_\_\_

SPECIAL EDUCATION:

ACT 18 Beacon \_\_\_ One-on-One (BESSS Contract)
\_\_\_ Program Assistant (BESSS Contract)
\_\_\_ Behavior Specialist I (BESSS Contract)
\_\_\_ Behavior Specialist II (BESSS Contract)
\_\_\_ Day-to-Day Substitute

Transitions \_\_\_ Special Education Para (One on One) - SSEPA Union
\_\_\_ Special Education Classroom Para (SSEPA Union)

FTK \_\_\_ Special Education Para-Individual Aide (FTK) (SSEPA Union)

IDEA \_\_\_ If known

Southgate (General Fund) \_\_\_ Special Education Classroom Para (SSEPA Union)

I acknowledge that all qualifications required for the above position have been met:

Signature of Administrator/Director/Supervisor

Date

For HR Use

Paperwork Complete: \_\_\_ Notified Supervisor: \_\_\_

If Special Education, Attach this to Routing Form