



Recommendation to Hire or Change in Internal Assignment (Adult Ed, 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 II (BESSS Contract), Behavior Specialist I (BESSS Contract), Day-to-Day Substitute
IDEA If known
FTK Special Education Para-Individual Aide (FTK) (SSEPA Union)

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

IDEA If known

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