



Implementation Procedures

**2026-27
ASSIGNMENT AND
REASSIGNMENT OF
ITINERANT SERVICE
PROVIDERS (ISPs)**

This memo explains how the District will assign and, when needed, reassign Itinerant Service Providers (ISPs) to ensure student needs are met, and educational programs are appropriately staffed while maintaining a consistent, fair, and transparent process for employees.

Applies to: Certificate Nurses, psychologists, occupational therapists, physical therapists, audiologists, hearing therapists, Board Certified Behavior Analysts, social workers, and speech language pathologists

Related agreement section: Section 10.6.F

A. Key Concepts

- a. Each ISP's primary work site is the Student Services Department at the Education Services Center (ESC). ISPs are assigned to the whole district, not permanently to a single building.
- b. Secondary work-site assignments are to specific schools and are based on student needs, enrollment, and educational programs.
- c. A reassignment is a change to an ISP's secondary work site(s) made by the District. Reassignments will be based on educational program needs, including:
 - i. Balancing caseloads
 - ii. Reducing itinerancy
 - iii. Reducing the number of people fulfilling the FTE in a single building
 - iv. FTE matches the need for surplus

B. The District Will:

- a. Make reassignment decisions in consultation with the applicable department leadership team **and** the affected employees.
- b. Provide at least 5 days' notice, except in emergencies where shorter notice is necessary.
- c. If a reassignment occurs after the start of the school year, provide up to two (2) days of transition support, without students, to allow for working with the incoming ISP, transfer files, etc. This will be discussed with the supervisor when the reassignment is finalized.
- d. Ensure ISPs are not involuntarily reassigned more than once per year.
- e. Make reasonable efforts to distribute assignments equitably, taking into account employee workloads, student needs, and geographic considerations.

C. Limitations

- a. An ISP may not be involuntarily reassigned more than once per school year.

- b. A reassigned ISP will have first right of return to their former building for up to one school year if an opening occurs that matches their FTE.
- c. ISPs will not be afforded the 5-year protection from additional reassignment under Section 10.6.D.
- d. Reassignment of ISPs will count toward the 3 percent of certificated staff districtwide under Section 10.6(A)(5).

D. HR. Review Option

- a. Before a reassignment is implemented, affected employees may request a review with HR and may bring an EEA representative to discuss the reassignment, share concerns, or propose an alternative plan.
- b. Requests should be made promptly upon notice to allow adequate review of the reassignment and avoid delaying services to students.