

## ***SPECIAL EDUCATION INSTRUCTIONAL ASSISTANT REASSIGNMENTS/TRANSFERS***

### Reassignments/Administrative Transfers

Currently employed Instructional Assistants will continue in their assignment from year to year until the student needs change. If that should occur with your assignment, you will be notified by the Special Education Office in writing. Those situations may include, but are not limited to:

- 1) Student transitioning from elementary to middle school,
- 2) Student transitioning from middle to high school
- 3) Student graduating
- 4) Student no longer requires an aide
- 5) Student's aide time is decreased

Reassignments will be made with every attempt to keep you at the same school site in a like position.

***NOTE: Confirmation letters are no longer mailed over the summer to Instructional Assistants whose positions will remain the same.***

### Requests for Transfer

At any time, should you apply for a transfer to another position, classroom, or site; you must remain in your current assignment until you are selected and released to another position. Transfer forms can be obtained at your site and submitted directly to the Personnel Commission.

### Resignations

Resignations should be made in writing to the school site with a copy to the Special Education office just as soon as the decision has been made. That will allow the District to hire replacements in a timely manner with the least disruption to the students.

