

Procedures for transferring auxiliary personnel when new schools are created or programs are changed include:

1. The Board of Education will approve allotments for auxiliary positions by school.
2. Define schools and/or positions to be affected by new school zone or change in program needs.
3. The principal or supervisor will determine the number of employees who have requested and have been recommended for continued employment.
4. The principal or supervisor will determine the number of displaced positions by category.

**For purposes of this procedure, paraprofessionals are defined in three distinct categories:**

- a. regular education paraprofessionals in grades Pre-K through two and clerical aides,
- b. special education paraprofessionals, and
- c. ABA paraprofessionals.

**Special education is a separate category since the Department of Special Services is responsible for the transfer and relocation of special needs programs due to specialized skills and training of staff needed to meet the special needs of students.**

5. The personnel to be reassigned will be identified through the following process:
  - a. to reduce staff by job category, consult persons with the most seniority in the position in Columbia County to seek volunteers to leave the school by working down the seniority list until the appropriate number of volunteers is attained.
  - b. if the necessary number of volunteers is not attained, identify the person(s) in the correct job category with the least amount of seniority in the position in Columbia County until the appropriate number of displaced employees **is** identified.

In cases where the date of hire is the same, the date of official board approval shall be the determinant. If the board approval dates are the same, the date of the recommendation for employment will be used. Whenever these three dates are the same, the name **of the employee(s) to be transferred** will be drawn by lot.

**ADOPTED: 08/01/92**

**REVISED: 08/01/92; 08/07/00**

**Columbia County Board of Education**