TO FORM

GUIDE FOR COMPLETING FORM 425-9A

FORM REQUIREMENTS

- All schools ***must*** submit MCPS form 425-9A whether or not involuntary transfers are designated.
- This form must be completed to communicate to OHRD Paraeducator hour's changes and status of employees. If no hour changes occur, this form must be completed and submitted indicating "no hour's changes" in the rationale section.
- Paraeducator's maximum FTE (including additional combinations of positions e.g.: lunch hour aide) may not exceed .875 FTE or 7 hours.
- Please note that after the first submission any concurrent submissions which will change employee's hours or status, must be noted by placing an "X" in the box to the far right column. This will assist OHRD in processing your request in a more efficient manner.

RESOURCES NEEDED

- Paraeducator Involuntary Transfer/Hours Request Form 425-9A (electronic version available via MCPS website)
- MA272 monthly report for supporting services staff (provided by Department of Budget Management and Planning)
- Allocations for critical staffing Itinerant Special Education Paraeducators sent by the Department of Special Education Services
- Current Paraeducator Seniority, Race and Gender information available on Data Warehouse.
- Paraeducator Highly Qualified (HQ) Status and Education information available on Data Warehouse
- Detailed Staffing Grid and Special Education Staffing Grid—Current Years
- Detailed Staffing Grid and Special Education Staffing Grid—Next Years
- Full Time Equivalent (FTE)/Hours Conversion Chart link available on MCPS website: http://www.montgomeryschoolsmd.org/departments/ersc/docs/fte_conversion_chart.pdf

PROCESS

1. Compare current and next years staffing grids and convert FTEs to hours to identify change. **Fill in hours on "Allocation in hours" not (FTEs) section of both forms first.** Forms must be filled out in hours not FTEs or the forms will be returned for resubmission.
2. Allocation Increases:
   - Group increases into a minimum of four hours to create a new position
   - Post new positions only to "Current MCPS Employees" in the "Careers Sections" of the MCPS Careers/Applicant Tracking System (www.mcps-careers.org)
3. Allocation Decreases:
   - Determine if you want to decrease allocations of current paraeducators to retain current staff, or identify paraeducator(s) to involuntarily transfer

     NOTE: *New contract language please review*
4. Involuntarily transfer of paraeducators:
   - When the combination of employee's hours are reduced below 4 hours, as positions less than 4 hours are not eligible for health benefits.
   - **Employees selected to be involuntarily transferred should be noted with an asterisk (*) by their name.**
   - If "seniority" is the determining factor, please note in rationale section of the form.
   - If "program needs," is the determining factor, provide detailed rationale explanation on form (example: bilingual Spanish, 50% Hispanic student population; 20 year employee only has one year experience in ED program, 6 year employee retained has 6 years in ED program).
5. When completing the form, refer to the information available in Data Warehouse:
   - Enter employee ID number
   - Tab and enter last name, first name
   - Tab and enter race:
     - W (white)
     - AA (African American)
     - H (Hispanic)
     - A (Asian)
   - Tab to gender either:
     - M (male)
     - F (female)
   - Tab to hire date format
     - month, date, and year, i.e., 01/23/00 for January 23, 2000
6. When submitting form:
   - Click "submit" when both current and proposed forms are complete with all employees hours and status
   - Window will open and will automatically designate "desktop e-mail application"
   - Click "ok."
   - Outgoing message notification, click "ok."

Please Note: If all factors are equal in determining involuntary transfers, then seniority should be used as a tie breaker. If you have questions about allocations, contact Ms. Mary Bessio, position management, at 301-517-5993. If you need any assistance completing this form, please contact either Ms. Carolina Garcia-Ablanque for secondary level paraeducator staffing or Mr. Duane Merson for elementary level paraeducator staffing at (301) 279-3940. If you have questions about critical staffing allocations, contact Ms. Lisa Heck, ESY and critical staffing coordinator, at 301-279-3022.

PRINT HARD COPY TO KEEP IN YOUR SCHOOL STAFFING FILE AND HAVE THE EMPLOYEES INITIAL NEXT TO THEIR NAMES

MCPS CLEAR FORM

INSTRUCTIONS

Paraeducator Staffing Form

Office of Human Resources and Development • Department of Recruitment and Staffing
MONTGOMERY COUNTY PUBLIC SCHOOLS • Rockville, Maryland 20850

After saving this file to your computer, Adobe© Acrobat Reader 8 or 9 is required to fill out this form.

MCPS Form 425-9A
January 2013

Current Paraeducator Assignments

DATE WILL APPEAR AFTER SUBMIT BUTTON IS CLICKED

Employee ID #	Last Name, First Name	Balanced Staffing Consideration: Race	Balanced Staffing Consideration: Gender	Hire Date (seniority)	HQ status	Changes	Perm Lunch Hour Aide 6490	Lunch Hour Aide 6491*	T6490 TPT Lunch Hour Aide	T2690 Sub Lunch Hour Aide	Para 6600	Para Sp Prog. 6602	ESOL Para 6603	Focus Para 6604	Pre-K Para 6605	Head Start Para 6700	IDA 6870	SpEd Paraeducator 6550: HSM	SpEd Paraeducator 6550: SCB	SpEd Paraeducator 6550: Autism	SpEd Paraeducator 6550: ED	SpEd Paraeducator 6550: LAD	SpEd Paraeducator 6550: LFI	SpEd Paraeducator 6550: -- Choose Or	SpEd Paraeducator 6550: -- Choose Or	SpEd Paraeducator 6550: -- Choose Or	SpEd Paraeducator 6550: -- Choose Or	SpEd Paraeducator 6550: -- Choose Or	SpEd Paraeducator 6550: -- Choose Or	Itinerant SpEd Para 6450	TPT Itinerant SpEd Para T6450	Other	Total Hours
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Total hours assigned							0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Allocation in hours																																	
Variance + or –							0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	

Rationale required if involuntarily transferring a more senior employee:

*Position code 6491 is used when a Paraeducator, who has lost hours, is allocated Lunch Aide hours at a higher rate of pay (only first year).

School Name: -- Choose One -- Submitted by:_____ Date: _____

MCPS

SUBMIT

INSTRUCTIONS

Paraeducator Staffing Form

Office of Human Resources and Development • Department of Recruitment and Staffing
MONTGOMERY COUNTY PUBLIC SCHOOLS • Rockville, Maryland 20850

MCPS Form 425-9A
January 2013

Proposed Paraeducator Assignments

Employee ID #	Last Name, First Name	Balanced Staffing Consideration: Race	Balanced Staffing Consideration: Gender	Hire Date (seniority)	HQ status	Changes	Perm Lunch Hour Aide 6490	Lunch Hour Aide 6491*	T6490 TPT Lunch Hour Aide	T2690 Sub Lunch Hour Aide	Para 6600	Para Sp Prog. 6602	ESOL Para 6603	Focus Para 6604	Pre-K Para 6605	Head Start Para 6700	IDA 6870	SpEd Paraeducator 6550: HSM	SpEd Paraeducator 6550: SCB	SpEd Paraeducator 6550: Autism	SpEd Paraeducator 6550: ED	SpEd Paraeducator 6550: LAD	SpEd Paraeducator 6550: LFI	SpEd Paraeducator 6550: -- Choose Or	SpEd Paraeducator 6550: -- Choose Or	SpEd Paraeducator 6550: -- Choose Or	SpEd Paraeducator 6550: -- Choose Or	SpEd Paraeducator 6550: -- Choose Or	SpEd Paraeducator 6550: -- Choose Or	Itinerant SpEd Para 6450	TPT Itinerant SpEd Para T6450	Other	Total Hours
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Total hours assigned							0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Allocation in hours																																	
Variance + or –							0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	

*Position code 6491 is used when a Paraeducator, who has lost hours, is allocated Lunch Aide hours at a higher rate of pay (only first year).

School Name: -- Choose One -- Submitted by:_____ Date: _____