

Paraeducator Involuntary Transfer Frequently Asked Questions FAQ - March 21, 2023

Question	Answer
Are you guaranteed a position with benefits?	Yes, all paraeducators who currently hold 4 hours or more, are guaranteed a minimum of 4 hours to keep employee benefits.
What are the dates for the hiring season and placement/assignments?	<p>March 22nd - May 9th Voluntary and involuntary paraeducators can apply</p> <p>May 15-16 - All involuntary paraeducators who have not secured a position will be assigned to a position.</p> <p>May 17 - Paraeducators may apply to increase hours, decrease hours, or change work locations.</p> <p>Paraeducator Staffing Calendar Link.</p>
Can a 4 hour para apply for 4 hour school support jobs such as media assistant?	Yes. Any para can apply to any non-para position regardless of the number of hours.
I am currently working 4.5 hours but would like to be full time, can I change? If I have a current 6 hour position, can I apply for a 7 hour position?	You can only apply to positions with the same or less hours at this time in the season. After May 16th, you can apply to positions with an increase in hours.
I am a 4 hour para. I noticed there are very few 4 hour jobs. What happens if I don't secure a 4 hour job by May 16 and there are no 4 hour jobs to be had? Has that ever happened?	<p>HR will reassign you to a new location for FY23 school year.</p> <p>Yes, this happens every year.</p>
Are all openings for the school year 2023-2024 currently posted?	New positions are posted throughout every day as they become available. Many new positions are being posted now (starting March 22nd) and new positions will continue to be posted over the next months. It is recommended that you check MCPS Careers daily for newly posted positions. All positions will be posted for a minimum of 7 business days.
What if the position starts now and secures us a job for the upcoming year as well. Would we have to transfer now?	All FY24 positions are posted with the title of FY24 so that applicants know the position starts next school year. You are encouraged to apply to positions for FY24; however, if you are eligible to transfer now, you can apply to current positions.
What happens if I accept a position and then my original position hours come back? Am I able to go back to my school?	Yes, you will be offered the option to return to your position and be reabsorbed in your hours. You may accept or decline the offer to return.

<p>Can I apply in July again if I find a position that matches my profile?</p>	<p>If you are assigned a position, you are eligible to apply and self-secure another position at any time. However, if you secure a position on your own, you will need to follow the contractual transfer/promotion policy.</p>
<p>What should I do if I want to have a position in elementary school only?</p>	<p>You should apply to elementary positions and secure a position on your own. We cannot guarantee a placement in one specific level.</p>
<p>Is there a way that an involuntary transfer can be placed at a school closer to their proximity?</p>	<p>While we try to keep location in mind, we are unable to guarantee an assignment in a specific location. If you are assigned a location that is not in your preferred location, you can continue to apply to positions closer to your proximity.</p>
<p>Do I have a choice to accept or deny the position when it is assigned to me?</p>	<p>You always have an option to apply to and self secure a position. You are not able to decline an assignment if you have not yet secured a position on your own; however, you may continue to apply for positions after you are assigned and if you self-secure another position, your reassigned position will be canceled. Declining the reassignment without securing a position on your own will be considered your resignation.</p>
<p>I'm not sure if I'm technically being involuntarily transferred, because my hours are attached to a specific child who is graduating elementary school and is likely to go to a bridge program. With that being my situation, will I be allowed to apply to new positions as an involuntary transfer?</p>	<p>Your assignment will continue with the student at his/her new school. However, you are welcome to apply for any paraeducator position to secure a position at your preferred location/ program.</p>