

Date	Process	Activity
February 27, 2025	Information	<ul style="list-style-type: none"> Principals will receive the Staffing Calendar Memo.
March 6, 2025	Information	<ul style="list-style-type: none"> Principals will receive the Fiscal Year (FY) 2026 Staffing Allocations Principals will receive the FY 2026 Staffing Allocations memoranda via the Weekly Principals Memoranda email on or before March 6th. Directions to access APR Report
March 6, 2025	Action	<ul style="list-style-type: none"> Hiring managers can begin creating draft requisitions on the Montgomery County Public Schools (MCPS) <i>Careers</i> for approval by Office of Human Resources and Development (OHRD). Approved requisitions will be released upon confirmation of a vacant position for clerical and security positions, and paraeducator positions will be released after the Paraeducator Staffing Grid has been received and accepted.
March 6, 2025– March 27, 2025	Action	<ul style="list-style-type: none"> Principals will notify paraeducators who have a change in hours or programs or have been involuntarily transferred no later than Thursday, March 27, 2025, however, the window is open from March 6–March 27, 2025. Service Employees International Union (SEIU) Local 500 agreement, Articles 19 and 21). Submit MCPS Form 447-6-PARA, <i>Notification of Assignment/Hours Paraeducators</i> if an employee changes their hours by Friday, March 28, 2025.
April 4, 2025	Action	<ul style="list-style-type: none"> Using the Paraeducator Staffing Grid, submit paraeducators who are involuntary transfers to the OHRD by Friday, April 4, 2025 One-on-One Para Grid Support- Additional information will be shared by staffing specialists directly to principals. Individual support and coaching sessions to support decisions about paraeducator hours and submission of the Paraeducator Staffing Grid.
April 8, 2024	Information	<p>Priority Assignment Transfer Information Meeting conducted virtually. Time: 4:30–5:00 p.m. This virtual meeting is only for paraeducators who have been involuntarily transferred or are returning from leave. Access information will be sent to paraeducators on the day of the meeting.</p>
April 4, 2025 –May 5, 2025	Information	<p>Voluntary transfer season. The initial voluntary transfer season is from Friday, April 4, 2025–Monday, May 5, 2025. During this time, current paraeducators who are eligible to be screened and interviewed include paraeducators who:</p> <ul style="list-style-type: none"> Currently work 6 hours or more , or who worked 6 hours or more as of June 20, 2023, can apply to positions for an increase or decrease in hours at any location. Have been involuntarily transferred or are interested in voluntary transfer for the same amount or a decrease in hours. Are interested in an increase of hours in a Title 1, Focus, or Early Hiring Schools. <ul style="list-style-type: none"> Title 1 paraeducators must have Highly Qualified status, completing a minimum 48 college credits and/or passing the ParaPro assessment per Maryland State Department of Education requirement. Are interested in an increase of hours in their current school (paraeducators may apply to posted vacancies in their current school for an increase of hours and will be

		screened along with other internal applicants in accordance with contract article 19.P.4.f.3.). (SEIU agreement, Article 19, Section P).
April 14, 2025–April 21, 2025	Information	Spring Break
May 5, 2025	Information	Voluntary transfer season temporarily closes at 5:00 p.m. on May 5, 2025 and reopens on Thursday, May 15, 2025. Candidates will be provided for any paraeducator positions that close on or before April 23, 2025. Staffing specialists will move candidates' names forward on Thursday, April 24th, so that hiring managers can interview and have the opportunity to make a recommendation for hire before 5:00 p.m. on May 2, 2025. Positions for which a recommendation for hire has not been received before 5:00 p.m. on May 2 will not be honored and may be eligible for a priority assignment.
May 5, 2025–May 6, 2025	Action	Principals with paraeducator vacancies may select paraeducators from the involuntary transfer list.
May 7, 2025	Information	Paraeducator Priority Assignment meeting
May 8–May 14, 2025	Information	Notification of assignments of school-based supporting services priority assignments.
May 15, 2025	Information	Voluntary transfer season reopens. Current paraeducators, other MCPS employees seeking paraeducator positions, and external candidates interested in paraeducator positions are eligible to apply and be recommended for hire into paraeducator positions.

Link to the [SEIU/MCPS Agreement 2023–2026](#)

Early Hiring Schools

- Burtonsville Elementary School
- Gaithersburg Middle School
- Newport Mill Middle School
- Paint Branch High School
- John L. Gildner Regional Institute for Children and Adolescents (JLG-RICA)

Current Title I and Focus Schools

<https://www.montgomeryschoolsmd.org/departments/dtecps/title1/how-to-identify-title-i-schools/>