



# Waterbury Public Schools

Grand Street ♦ Waterbury, Connecticut 06702 ♦ (203) 574-8017 ♦ Fax (203) 346-3509

Mrs. Melissa Baldwin  
Director of Special Education

**To: Paraprofessionals**

**From: Melissa Baldwin, Interim Director of Special Education**

**Date: 4/12/2018**

**Re: Paraprofessional Clean Openings**

**Attached is the list of paraprofessional clean openings. These are paper transfers that will take effect for the 2018/2019 school year. Please use the attached form to request transfers, do not call the office, send in memos or letters requesting transfers. Notification of granted transfers will take place during the week of June 4-June 8, 2018.**

1. Only paraprofessionals who have three years of service may put in for the openings. Employees may apply for not more than three openings, and shall express their order of preference.
2. Openings will be filled by seniority as paper transfers, to become effective the following September unless otherwise announced in the posting. Openings posted by April 30, 2018 will be closed by May 11, 2018 and successful candidates shall be notified of their appointment by June 4, 2018. The start date of such positions shall begin at the start of the following school year.
3. Once a voluntary transfer is granted, it cannot be rescinded and the paraprofessional is required to remain in that position for three years unless the parties agree otherwise.
4. Appointments may be made without regard to seniority in case of bona fide qualification or educational need.

**Request for transfers are due no later than 4 PM, May 11, 2018.**  
**You will be notified in writing by June 8, 2018 if your request is approved.**



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**Special Education  
Office use only**

**Date received**

## WATERBURY PUBLIC SCHOOLS

### SPECIAL EDUCATION PARAPROFESSIONALS REQUEST FOR TRANSFER

**Submit requests no later than 4 PM, May 11, 2018**

**Please Return Via Interoffice Mail**

**Attention: Shiroom Hickox  
Special Education Department  
236 Grand Street, Room 250  
Waterbury, CT. 06702**

**PLEASE PRINT**

<b>NAME:</b>	
<b>SCHOOL:</b>	
<b>CURRENT ASSIGNMENT:</b>	

**Request only positions which are on the list**

	BUILDING
FIRST CHOICE	
SECOND CHOICE	
THIRD CHOICE	