



SCHOOL BOARD OF POLK COUNTY

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April 9, 2010

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Superintendent

HRS #10-023

Contact: José Farinas, SPHR
Director of Employee
Relations 534-0731/51529

MEMORANDUM

**TO: Associate Superintendents, Assistant Superintendents,
Senior Directors, Directors, Principals, Assistant Principals, and
Principals' Secretaries**

**FROM: Ron Ciranna, J.D., Assistant Superintendent
Human Resource Services**

**SUBJECT: Non-Instructional Displacements for Paraeducators, Educational
Support (Clerical) Personnel**

As part of this booklet you will find samples of the Paraeducator, Educational Support Personnel and Other displaced spreadsheets and letters that are included in the SAP-RAP computer program. Use this program to process the Non-Instructional displaced personnel according to the instructions provided in this memo and the reference information. If you have no displaced non-instructional personnel at your school, please indicate by typing "None" on your spreadsheet.

Paraeducators and Educational Support Personnel (Clerical)

Non-Instructional employees in positions such as Title I Paraeducators, PreK CDATs, PreK Paraeducators or other such units funded by outside sources may be reappointed subject to possible reassignment in the District, based on available positions.

Personnel hired only for the school year 2009-2010 on a Limited Employment Agreement, must not be recommended back for the school year 2010-2011 and must not be placed on the Displaced List. Place personnel with satisfactory performance and for which you do not have an allocation for the school year 2010-2011 on the Non-Instructional Displaced List.

Individuals on the Displaced List will be placed before new hires are appointed provided their qualifications meet the requirements for the vacant position. To assist us in the placement of these individuals, please make certain that the address and telephone numbers you are submitting on your list are correct in SAP. Also include a summer address and phone number so we can contact the employee if different from existing SAP information.

Custodians

You may reappoint custodial personnel in regular positions. In schools where the current staffing is above your allocation, please contact your Area Custodial Manager to achieve target custodial units. Before employing and/or changing the designation of existing custodial personnel, please make certain that your Area Custodial Manager is involved, and there is an agreement of recommended changes.