The purpose of this checklist is to guide and document a discussion of team members with respect to potential reassignment of a para-educator. District policy is that personnel decisions are made by administration. This tool is to facilitate thoughtful communication around para-educator reassignment issues and consider the impact on everyone involved.

The questions below are to be answered by the team when considering a para-educator job reassignment within the context of a team meeting.

☐ Have you considered the individual needs of the child (I. E. P., 504 plan, other)?

☐ What is the source or nature of the request for change (requested by: Para-educator, parent, teacher, administration, or if a student moves)?

☐ What skills/training are needed (related to IEP requirements)?

☐ What skills are already present in candidate(s) being considered?
Have you reviewed the most current performance evaluations of candidate(s)?

Are there any recommendations?

What are the needs/perspectives of parents?

Is this a situation requiring immediate reassignment?

IMPACT OF REASSIGNEMENT ON CHILD
Have you considered:

 Ease of transition for the child (from class to class, teacher to teacher, school to school, or para-educator to paraeducator)?

 Personality match/compatibility of para-educator and student?
Duration of assignment (potential over-dependence, considerations related to home situations, home-school relationship, consistency, immediacy)?

IMPACT OF REASSIGNMENT ON SCHOOL PERSONNEL
Have you considered:

☐ Duties required?

☐ Comfort level re: meeting the needs (behavioral, emotional, physical) of the child?

☐ Time/resources required for training?

IMPACT OF REASSIGNMENT ON TEAM
Have you considered:

☐ The dynamics?
☐ Program para-educator support in all rooms affected by the change?

SIGNATURE OF ALL INVOLVED:

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Please return to the building principal upon completion of the checklist.