

Paraprofessional Transfer Process FAQ

2023-2024

| QUESTIONS | ANSWERS |
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| 1. When will I be able to apply for another position? | You may apply to any posting in your unit beginning April 22, 2024. |
| 2. How many choices will I have? | You may apply to any posting in your unit. There are no restrictions on the number of postings you can apply to. |
| 3. How can I access the online <i>Recruit and Hire system</i> ? | You can access postings on the District's website at https://springfieldpsma.tedk12.com/hire/index.aspx |
| 4. How will a principal know that I have requested a new assignment at his/her school? | Principals have access to applicants on Recruit and Hire. Your application will appear in the list of applicants received for each position. |
| 5. Am I guaranteed to have an interview? | No, Principals are only required to interview a minimum of three internal candidates. |
| 6. Will I receive confirmation of my request? | Once a candidate is selected for hire, the Recruit and Hire system will notify you electronically whether selected or not. You can log in to Recruit and Hire and check the status of your application. |
| 7. If I do not get selected for a new assignment, will I remain in my same assignment? | No paraprofessional's location is considered vacant until a new assignment is confirmed. Generally, if you are not selected for a reassignment, you remain in your current location. |