

**WASHINGTON-SARATOGA-WARREN-HAMILTON-ESSEX  
BOARD OF COOPERATIVE EDUCATIONAL SERVICES**

**ADMINISTRATIVE REGULATION**

**SPECIAL EDUCATION EXTENDED SCHOOL YEAR PROGRAM  
OPERATIONAL PROCEDURES**

**A. Student Referrals**

1. The Special Education office will send current district lists to the Committee on Special Education (CSE) Chairpersons for verification of continuing students by the end of March.
2. On or before April 15, the CSE Chairpersons will be asked to submit both confirmed and tentative referrals of BOCES and non-BOCES students' (name, age, disability, program option) to the Special Education office.
3. By May 15, all completed referral packets for non-BOCES referrals must be received in the Special Education office.
4. The Special Education Management Team will compile class lists, as the material becomes available.

**B. Posting Positions**

1. The general posting of ALL potential positions will be open on or about the week after the February vacation and close twenty (20) days later.
2. BOCES employees may indicate a preference for positions.
3. All positions will be posted as FULL-TIME positions, except where specifically known as otherwise at the time of posting. There will be no job-sharing in classroom positions. Related Service Providers may indicate an interest in part-time employment. Full-time applicants will be given priority.
4. Applicant paperwork will be forwarded to the Special Education office by March 30.

**C. Selection**

1. General
  - a. Staff will be hired and assigned to specific positions by the Special Education Management Team.
  - b. Related service assignments will be developed after class lists are completed.
  - c. All full-time applicants will be given priority.
2. Interviewing Staff
  - a. BOCES employees who have not been previously employed in the summer component MAY be interviewed prior to assignment.
  - b. Non-BOCES employees who have not been previously employed MUST be interviewed prior to being hired.
3. Assigning Potential Staff
  - a. For the summer component of the special education program, on the basis of the number of available summer school positions, BOCES will offer, by tenure area, positions to those most senior unit members who have applied. Full-time positions will be offered to most senior Related Service Providers before any part-time assignments are offered. Any selection within the existing positions as to specific class assignments will be made solely by the BOCES administration.

- b. Should positions still be available after all eligible BOCES applicants have been employed, then the BOCES will employ non-unit members holding appropriate credentials.
- c. Change of assignments will be made only by the extended school year program administrators in the event of resignations or special circumstances (as defined by the administrators).

**D. Hiring**

1. By the specified Board of Education paperwork deadline date, the Special Education Management Team will submit all necessary paperwork to the Human Resource office for potential summer employees.

Complete paperwork will consist of:

- a. For current BOCES employees in the same tenure area:
    - Change of Status Form
  - b. For current BOCES employees in a different tenure area:
    - Recommendation for Employment Form
  - c. For former BOCES employees: (including summer only employees)
    - Any documents missing from the candidate's inactive file, as identified by the Human Resource office at the time when the applications are sent to the Special Education office, and
    - Recommendation for Employment
  - d. For non-BOCES employees:
    - All paperwork required pursuant to our certified/civil service recruitment procedures. Only two letters and two telephone references need to be completed for extended school year applicants. If a summer employee is subsequently an applicant for a full-time position for the school year, the third letter and telephone references must be completed.
2. All new employees must comply with fingerprinting procedures prior to the first day of student attendance.
  3. At the June Board of Education meeting, known, actual appointments will be made. Subsequent appointments will be made as necessary.