



HARFORD COUNTY PUBLIC SCHOOLS

INCLUSION HELPER JOB OFFER SHEET

The Inclusion Helper is hired only after a need has been identified and determined by an IEP team and then final processing is sent to the Director of Special Education. The IEP also establishes the amount of time the IH will need to work with the student(s). For school year 2006-2007, an IH earns \$8.50/hour. Inclusion Helpers are paid for hours worked and do not receive paid holidays.

There are three (3) types of Inclusion Helpers currently working in the school system. It is essential that the IH is aware of the specific type of IH position:

School: _____ Program or Student (First Name, Last Initial): _____

Employee Start Date: _____ Number of hours scheduled to work per day: _____

- Regular IH** – An IH who works with an individual student or a small group of students on a 1-1 basis for 20 or more hours a week for the length of a school year. The IH is eligible for benefits as described in the HCESC Negotiated Agreement. The IH works 184 days (180 student days plus four (4) additional days noted on the school calendar). If the IH's student is absent, the IH still reports to school and is assigned other duties. If the IH's student moves to another school in HCPS, and continues to need the service of an IH, the IH will move with the student to the new school. If the student withdraws from school, or it is determined by the IEP to no longer need an IH, HCPS will make a reasonable effort to find the Inclusion Helper another assignment.
- Temporary IH** – A temporary IH less than 20 hours a week.. The temporary IH is not eligible for benefits, and works only on student school days. If the student is absent or leaves school early, the temporary IH does not report to work or leaves for the remainder of the day.
- School-Based IH** – An IH who has been assigned to a particular special education program within a school for 20 or more hours a week for the length of the school year. The IH may work with more than one student in the school. The IH is eligible for benefits as described in the HCESC Negotiated Agreement. The IH works 184 days (180 student days plus four (4) additional days noted on the school calendar). If the Inclusion Helper's students are absent, the IH still reports to school and is assigned other duties. If it is determined by the Special Education Department that the support is no longer required at the school, HCPS will make reasonable effort to find the Inclusion Helper another assignment.

I accept the Inclusion position as described above.

Inclusion Helper's Name (please print)

Inclusion Helper's Signature

Date

pc: Human Resources Office
School File