

# Memo



**TO: EDUCATION ASSISTANTS**  
**FROM: Vanessa A. Lysne, Human Resources Officer**  
**DATE: August 30, 2019**  
**RE: COMPLEX NEEDS**

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We are in need of more EAs with the "EA - Complex Needs" qualification, therefore, I am looking within our own Education Assistant pool before hiring externally. I have attached the job description for your easy reference.

If you believe you qualify for a Complex Needs EA, please fill in the attached Upgrade Request Form, the Complex Needs Breakdown sheet, and provide **full details** along with proof regarding how you believe you meet the specific qualifications noted in the job description, which is also attached.

Be sure to attach the following to the Upgrade Request Form:

- Letters of Reference attesting to the required skillset from past supervisors, including contact numbers
- Transcripts
- Certificates
- Documents

Please submit your completed request to the Human Resources department for review.