



High Plains Educational Cooperative

"High Plains Educational Cooperative will assist and support the member districts in providing educational services which will maximize opportunities for all children to live, learn, and work in society." *HPEC Mission Statement*

621 E Oklahoma
Ulysses KS 67880
620-356-5577
www.hpec611.net

Application for Non-Certified Employment

Date: _____ SSN#: _____ Email: _____

Name: _____
Last First Middle

Mailing Address City State Zip Telephone

Positions for which you are applying (in order of preference):

1. _____ 2. _____

Location(s) for which you are applying

___ Copeland ___ Deerfield ___ Elkhart ___ Holcomb ___ Hugoton ___ Johnson ___ Lakin ___ Leoti
___ Montezuma ___ Moscow ___ Rolla ___ Satanta ___ Scott City ___ Sublette ___ Syracuse ___ Tribune
___ Ulysses

Do you have health related problems that might interfere with your ability to perform any of your job duties. If so, explain:

Are you employed? Present Salary: _____

Present Employer: _____

When could you be available? _____

Educational & Professional Training (Including High School or GED)

Name & Location of Institution Dates Attended Diploma/Degree Date Received

References (Include previous employers, supervisors, professors, etc.)

Name Address Position Telephone

Record of Work Experience

Employer	Type of Work	Employed From – To

Please make any additional remarks that you think might strengthen your application, such as special training and qualifications:

Have you ever been dismissed from a job? Yes No (If yes, explain)

Have you ever been convicted of a felony? Yes No (If yes, explain)

Are you currently enrolled in KPERS? (Kansas Public Employees Retirement System)? Yes No
OR

Are you currently receiving a monthly KPERS Retirement check? Yes No

Both race and ethnicity categories must be completed

Ethnic Group-

Hispanic or Latino? Yes No

(A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)

Race Category – Select all the general racial category(ies)

American Indian or Alaskan Native: a person having origins in any of the original peoples of North and South America (including Central America) and who maintains cultural identification through tribal affiliation or community attachment.

Examples: Azteca, Zapotec, Maya, Nahua, Aymara, Kichwa, Lakota, Navajo, Guarani

Asian: a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, The Philippine Islands, Thailand, and Vietnam.

Black or African American: a person having origins in any of the Black racial groups or Africa.

Native Hawaiian or Other Pacific Islander: a person of having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands

White: a person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Examples: Middle Eastern (A person having origins in any of the original peoples of Egypt, Israel, Iraq, Jordan, Leganon, Palestine, Syria, or Turkey) Spanish: (A person having origins in any of the original peoples of Spain)

1. I certify that all the information provided by me in the application is true and complete. I understand that any misstatements, falsification, or omission of information is grounds for refusal to hire or, if I am hired and the same is discovered thereafter, termination.

2. I authorize any of the persons or organizations referenced in the application to give you any and all information concerning my previous employment, education, or any other information, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such information to you. I authorize any background checks by any third party.

3. I authorize HPEC to request, receive, and verify all information given on this application and I release HPEC from all damages that may result from your doing so.
4. I authorize you to conduct a criminal background investigation using any and all methods necessary to successfully complete such investigation and I release you from all liability for any damages that may result from your doing so.
5. Notwithstanding any other provision to the contrary, all contracts are subject to termination by the employing board of education, without further proceedings and without reference to any other law or contractual arrangement, if the results of the criminal history records checks required by state law reveal employee has been convicted of any offense, or of any attempt to commit any offense, specified in K.S.A. 1999 Supp. 72-1397, and amendments thereto.

Date: _____

Signature: _____

An Equal Employment/Educational Opportunity Agency

The High Plains Educational Cooperative does not discriminate on the basis of sex, race, color, national origin, disability, or age in admission or access to, or treatment or employment, its programs or activities. Any questions regarding HPEC's compliance with Title VI, Title IX, ADA, or Section 504 may be directed to the Coordinator, who is the Director of the Cooperative. The Director can be reached at (620) 356-5577 or at 621 E Oklahoma, Ulysses, KS 67880. The Assistant Secretary for Civil Rights, U.S. Department of Education is also available.

JOB DESCRIPTION

- TITLE:** Paraprofessional
- QUALIFICATIONS:** Minimum – high school diploma or equivalency
- REPORTS TO:** Assigned professional, Principal, PHEC Director/Assistant Director
- JOB GOAL:** Assist in the provision of special education and related services. Although paraprofessionals are employed and assigned to a professional, paraprofessionals are expected to work with teams of educators to provide support and services for students.

PERFORMANCE RESPONSIBILITIES:

- Demonstrate strict standards of confidentiality.
- Demonstrate punctuality.
- Demonstrates attitude that promotes a positive school environment.
- Take responsibility for the quality of own work.
- Provide support for students as planned by professional staff.
- Organize and prepare materials.
- Assist students as needed, including mobility and self-help (diapering, feeding, dressing, etc.).
- Demonstrates problem solving skills.
- Teaching self-responsibility.
- Follow team prescribed procedures for academic, social, communication, and behavioral intervention plans.
- Participate in collaborative planning.
- Communicate and work collaboratively with general education teachers, administrators, and other special education service providers/consultants.
- Share in school wide duties as assigned and which do not conflict with student time.
- Share in recordkeeping duties, including progress monitoring, as assigned by professional staff.
- Participate in inservice and training, both required and as agreed upon by paraprofessional and professional staff.
- Support students in all school environments, including community-based training.
- Provide short-term coverage for professional and paraprofessional peers.
- Seek assistance from other team members as needed to facilitate student progress.
- Travel to/from schools as required by the job.
- Responsibly lifts persons or equipment of 50 pounds or more using proper techniques (two or more people needed for weights about 50 pounds or for identified students with lifting concerns).
- Follow district and HPEC policy, protocol, procedures, and programs when implementing duties.
- Other duties as assigned.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provision of the Board's policy on evaluation of paraprofessional personnel.

I HAVED REVIEWED THIS JOB DESCRIPTION & BELIEVE I CAN FULFILL THE DUTIES DESCRIBED.

SIGNATURE

DATE

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