

DATE OF APPLICATION: _____

**LEWIS COUNTY SCHOOLS
APPLICATION FOR EMPLOYMENT
PARAPROFESSIONAL**

NAME _____

ADDRESS _____

PRIMARY PHONE# _____ CELL # _____

Please indicate which position(s) you are applying for:

___ Regular Education ___ Special Education ___ Pre-K ___ Extended Care ___ ISS (In-School Suspension)

EDUCATION

Please indicate the highest level of education completed:

___ 1 ___ 2 ___ 3 ___ 4 ___ 5 ___ 6 ___ 7 ___ 8 ___ 9 ___ 10 ___ 11 ___ 12

___ GED Certificate ___ Some College ___ BS ___ MA ___ EDS

Upon job offer, employee must submit highly qualified documentation or successfully pass the ParaPro test to complete the employment process.

Have you been convicted of a felony in any state? Yes No If so, please provide accompanying information with this application.

Have you ever been discharged from a position for any reason? Yes No If so, please provide accompanying information with this application.

JOB-RELATED EXPERIENCE

___ Computer Skills/Data Processing

___ Microsoft Applications (Word, Excel, etc)

___ Office Machines (Copy, fax, etc)

___ Working with children

___ Working with special needs children/adults

___ Other (Explain: _____)

EMPLOYMENT EXPERIENCE

Employer

From/To (Mo.& Yr)

Duties

REFERENCES (No Relative References will be accepted)

<u>Name</u>	<u>Relationship</u>	<u>Phone and/or Email</u>
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I certify that the information given by me in this application is true and complete and that I am physically able to perform the duties as outlined in the attached job description in the performance of the position for which I may be employed.

Furthermore, I am aware that should investigation show any falsification, I will not be considered for employment, or if employed, I will be dismissed and disqualified from future consideration. I hereby authorize Lewis County Schools to make all necessary investigations concerning me or my actions. I further authorize each former employer, educational institution, or organization (including law enforcement agencies) to provide all information that may be sought in connection with this application.

I recognize that, if I am employed, I will be required to submit to a TBI background investigation and fingerprinting and that I will be required to pay the cost of those investigations. I understand that my employment is contingent upon satisfactory background check results. If I am employed, I understand that the cost of the TBI background check will be deducted from my first payroll check and that I will be reimbursed by the Lewis County Board of Education for such fees upon completion of my six (6) month probationary period.

I hereby authorize any person, educational institution, or company I have listed as a reference on my employment application to disclose in good faith any information they may have regarding my qualifications and fitness for employment. I will hold Lewis County Board of Education, any former employers, educational institutions, and any other persons giving references free of liability for the exchange of this information and any other reasonable and necessary information incident to the employment process.

PLEASE READ CAREFULLY BEFORE SIGNING:

“Knowingly falsifying information required by TCA 49-5-406(a)(1) shall be sufficient grounds for termination of employment and shall also constitute a Class A misdemeanor which must be reported to the District Attorney General for prosecution”

Signature of Applicant

Date

NOTE: THIS DOCUMENT WILL BE RETAINED BY LEWIS COUNTY BOARD OF EDUCATION FOR ONE (1) YEAR FROM THE DATE OF THE APPLICATION AND ALL OUT-OF-DATE APPLICATIONS WILL BE DESTROYED AFTER THAT TIME.

Lewis County Schools is committed to the principles of equal opportunity, equal access, and affirmative action. Discrimination on the basis of age, race, sex, color, religion, national origin, disability, or any other non-merit factor is prohibited. Lewis County Board Policy complies with State and Local Employment Policies, State Employment Law, and Federal Fair Labors Standards (FLSA). Lewis County Schools is a “Drug-Free” workplace.

LEWIS COUNTY BOARD OF EDUCATION

JOB DESCRIPTION

POSITION: Paraprofessional

DIRECT SUPERVISOR: School Principal

SYSTEM CONSULTING/SUPPORT: Allen Trull, Support Staff Director

FLSA CLASSIFICATION: NON-EXEMPT

The Educational Assistant will be required to conduct the following duties on a regular basis or as needed. This list is not all-inclusive and may be expanded as necessary.

Essential Functions:

- Provide instruction to individual and small groups of students under the direction of the teacher(s)
- Supervise students when teacher is not present
- Supervise students during transit
- Assist teacher(s) with grading papers, preparing materials, etc.
- Assist with walk-homes and bus lines
- Assist with supervision of students in cafeteria
- Ensure confidentiality of student records as required by FERPA

Physical Requirements:

- Able to perform mobile tasks, i.e. supervise students in transit, assist with student monitoring, etc.

Interpersonal Skills:

- Interact in a professional and respectful manner with students, faculty members, parents, and support staff personnel
- Loyalty to school system and discretion in all school-related matters

Work Schedule:

- **School calendar work year**
- 6 ½ hours per work day

Time Keeping Records:

- Submit monthly time sheet to Direct Supervisor on or before the specified payroll date

I hereby certify that I understand and am able to perform the above-described duties.

Employee

Date