

New Haven Community Schools
30375 Clark Street, P.O. Box 482000
New Haven, MI 48048-2000
(586) 749-5123

PARAPROFESSIONAL TEACHER AIDE APPLICATION

In order to be considered for a Paraprofessional Teacher Aide (an aide in an instructional support position) position, applicants must meet the requirements of the State of Michigan to be Highly Qualified. To meet these criteria and be considered to be Highly Qualified, an applicant must meet at least one of the following criteria:

- An Associate's Degree or higher
- At least two years of study (a total of 60 credit hours) at a state approved institution of higher education (a 4-year college). A candidate with a Child Development Assistant certificate (30 credit hours) may count those 30 hours toward the 60 credit hour requirement.
- Can provide evidence of having a passing score on one of the following State approved academic assessments:

WorkKeys® Proficiency Certificate for Teacher Assistants
Michigan Test for Teacher Certification (MTTC Basic Skills)
ETS Parapro Assessment

A candidate should submit verification that you meet one of these requirements of being Highly Qualified along with this application in order to be considered for an interview.

Date: _____

PERSONAL:

Name: _____

Address: _____

City	State	Zip Code
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Telephone Number: (Home): _____ (Work): _____

Do you prefer: Full-time employment Part-time employment Either

PERSONAL DATA:

Social Security Number: XXX-XX-_____ Are you 18 years or older: Yes No

Have you ever been convicted of a crime? Yes No

If yes, where, and state the disposition of the offense. _____

Have you ever been dismissed or asked to resign from a position? Yes No

If Yes, please explain: _____

EDUCATION AND TRAINING

High School: _____

Name	Last Grade Completed	Type of Training
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Post High School: _____

Name	Last Grade Completed	Type of Training
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Other Schools: _____

Name	Last Grade Completed	Type of Training
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OTHER QUALIFICATIONS

I have training in:

- Temporary Work Fundamentals of Reading Special Education
- Recreation for Children Operation of Audio/Visual Equipment
- Development of Visual Aids Educational Psychology

Do you hold a teaching certificate? Yes No. If Yes, what kind of certificate? _____

State of Issue: _____ Expiration Date: _____

Specifically, What are you qualified to teach? _____

I also have experience with

- Typing Computers Microsoft Applications
- Filing Using Copy/Fax Machines Other _____

Types of children I have worked with include:

- Preschool Elementary Middle School
- High School Disadvantaged Mentally Handicapped
- Physically Handicapped

Please describe this experience

WORK EXPERIENCE (Limit to the last 10 years):

Name of Employer	Location	Position	Starting Date	Leaving Date	Reason for Leaving

PERSONAL REFERENCES:

Name – Title	Address	Telephone Number

I authorize the investigation of all statements contained in this application. I understand that misrepresentation or omission of facts is cause for dismissal.

Signature of Applicant _____ Date _____

All applications expire one year from the original date of application. To reactivate after this time, you should write the Superintendent of Schools and request that the application be extended for one year. This may be done one time.

It is the policy of the New Haven School District not to discriminate on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight or marital status in its programs, services, activities, or employment. Inquiries related to nondiscrimination policies should be directed to: Civil Rights Coordinator, Superintendent of Schools, New Haven Community Schools, Administration Building, 30375 Clark Street, PO Box 482000, New Haven, MI 48048. Nondiscrimination inquiries related ti disability should be directed to: Section 504 Coordinator, Superintendent of Schools 586-749-5123.