



## APPLICATION REQUIREMENTS

<b>Certificated Administrator</b>	<b>Certificated</b>	<b>Classified Administrator</b>	<b>Classified</b>	<b>Extra-Curricular/Coaching</b>
Resume	Resume	Resume	Resume	Resume
Letter of Interest outlining your qualifications	Letter of Interest outlining your qualifications, endorsements and any Praxis, WEST E or NES exams. You should also include your interest in part time or full time employment.	Letter of Interest outlining your qualifications		
Three Confidential Reference Surveys (two of which must be from an administrator and/or previous supervisor)	Two Confidential Reference Surveys (both must be from a previous supervisor, one of which must be from an administrator)*	Two Confidential Reference Surveys (one of which must be from an administrator and/or previous supervisor)*	Two Confidential Reference Surveys (one of which must be from a current or previous supervisor)*	Two Confidential Reference Surveys (one of which must be from a current or previous supervisor)*
Two letters of recommendation (one of which must be from an administrator and/or previous supervisor)*	Two letters of recommendation (one of which must be from an administrator and/or previous supervisor)**	Two letters of recommendation (one of which must be from an administrator and/or previous supervisor)*		
Write a one page summary of your work and life experiences that position you to be successful in the District's commitment to equity.	Write a one page summary of your work and life experiences that position you to be successful in the District's commitment to equity.		<b>Required for Paraeducators only:</b> <ul style="list-style-type: none"> <li>• High School diploma (see below)</li> <li>• Unofficial college transcripts</li> </ul>	

*\*Important: we do not accept reference forms from friends or family members.*

*\*\*Please note we no longer accept college or university placement files.*

**Upon hire**, the District must complete the required paperwork to substantiate highly qualified status. All Paraeducators will be required to submit:

1. Sufficient documentation to support that the paraeducator has earned a secondary school diploma or its recognized equivalent. Documentation could include:
  - a. high school diploma or transcripts, or
  - b. an official verification of a high school diploma equivalent (GED), or
  - c. a college transcript that shows the person has a high school diploma.
  - d. Foreign degrees should be translated by a credible party to ensure the above requirement has been met.
2. completed two years of study at an institution of higher education (minimum 72 college level credits); or
3. obtained an associate's (or higher) degree; or
4. passed the ETS Para Pro praxis test. If you have passed the ETS Para Pro praxis test, please upload a copy of the results to your online application