

CHIMACUM SCHOOL DISTRICT

Educational Assistant, Secretarial and Food Service Insert

Name: _____

Date: _____

AREAS OF PREFERENCE

Educational Assistant

- Chimacum Creek Primary School K-2
- Chimacum Elementary School 3-5
- Chimacum Middle School 6-8
- Chimacum High School 9-12

Secretarial

Food Services

Do you have a valid food handler's permit? Yes

EXPERIENCE

Please check all boxes that apply.

- Playground Supervision
- Lunchroom Supervision
- Special Education
- Classroom
- Other _____

- Cashiering
- Cooking/Baking
- Reception/Public Contact
- School Office (attendance, copy room)
- Ten Key Adding Machine

COMPUTER EXPERIENCE

- Word
- Excel
- Filemaker Pro
- Other _____

- Powerpoint
- Access
- Publisher

NO CHILD LEFT BEHIND REQUIREMENTS

Under the federal No Child Left Behind Act, candidates must meet **or be able to meet** specific qualifications to be hired as an Educational Assistant in the Chimacum School District. The guidelines were developed to meet the necessary requirements of No Child Left Behind, Title I Section 1119. These guidelines provide options and pathways for educational assistants to meet the federal requirements of demonstrating content knowledge and skills needed to assist in reading, writing, and mathematics instruction. Educational Service Districts provide support programs to enable educational assistants to meet these requirements through test preparation classes, portfolio assessment workshops, and subject area workshops in reading, writing, and mathematics. For additional information please visit the website at OSPI: <https://www.k12.wa.us/Paraeducators/default.aspx>

One of the following three qualifications must be met in order to be considered. You must provide proper documentation with your application materials verifying that you meet the appropriate qualification.

- Complete two years of study at an institution of higher education.** For Washington, two years of study is defined as 72 quarter credits or 48 semester credits. The institution of higher education must award a bachelor's degree or provide not less than a two-year program that is acceptable for full credit toward such a degree. The credits must be in 100 level classes or above. In order for the employee to demonstrate that he/she meets these requirements, copies of **official** transcripts must be submitted to the Human Resources Department. There is no time limitation on when credits were attained.
- Possess an associate's (or higher) degree.** Any associate's degree or higher will fulfill this requirement. Individuals must supply a copy of **official** transcripts to the Human Resources Department attesting to the degree earned.
- Pass a Formal Assessment.** (See reverse side for information.)

Applicant Signature: _____

Date: _____