



## FREQUENTLY ASKED QUESTIONS PARAPROFESSIONAL APPLICANTS

- 1. What are the requirements for an instructional or clerical paraprofessional in Cypress-Fairbanks ISD?**
  - a. Paraprofessionals are required to possess a high school diploma or GED equivalent.
  - b. If you received your education outside the United States, all educational documents must be evaluated by an academic credential evaluation agency.
  - c. All non-citizens of the United States must also provide a valid work authorization permit in order to work as a paraprofessional.
  - d. All paraprofessionals must meet proficiency test requirements. Registration for the test may be done online by going to [www.cfid.net/humanres/apps/onlinepara.htm](http://www.cfid.net/humanres/apps/onlinepara.htm). Follow step #5.
  
- 2. What is the 2009-2010 salary for instructional and clerical paraprofessionals?**
  - a. Clerical/Technical 42: \$16,998 minimum
  - b. Paraprofessionals in LIFE Skills, PPCD, or AB receive a \$1,000 stipend.
  
- 3. How often are paraprofessionals paid in Cypress-Fairbanks ISD?**

Paraprofessionals are paid semi-monthly over a 12-month period. Pay dates are on the 15<sup>th</sup> and last working day of the month.
  
- 4. Does the Office of Human Resources distribute the five (5) reference forms?**

No. It is the applicant's responsibility to download and distribute the reference forms.
  
- 5. Do all of my references have to be from supervisors?**

The application's five (5) reference forms should be downloaded and printed from the online application. The reference forms should be distributed to your current or most recent supervisor (if not currently employed) and co-workers with whom you have worked within the past five (5) years. All references should be able to address your integrity, ability to work with children, professionalism, communication skills, and organizational skills.
  
- 6. Does another application need to be completed if I applied for a substitute and/or teacher position?**

Yes. Another online application is required if you wish to be considered for a paraprofessional position. A separate copy of your diploma or GED is required to complete your paraprofessional application. Your full-time teacher and substitute references will be accepted by the Ancillary Personnel Office if they are less than one (1) year old.
  
- 7. Do I need to complete a new application for each paraprofessional position that interests me?**

No. If you would like to apply for additional jobs, click "Back to job categories" at the end of the application to select another position. Your information will automatically repopulate the new application. Update any information before clicking on the "final submit" button.
  
- 8. My application is complete, I have met proficiency test requirements, and all materials have been submitted to the Office of Human Resources. What is the next step?**
  - a. Once your application data is entered into our applicant system, your information becomes available for campus staff and program supervisors to review in the event of a vacancy.
  - b. Based upon the district's needs and completion of your application, you may be invited to a screening interview.
  - c. A campus representative may invite you to a campus interview.



- 9. May I contact the campus principals directly to inquire about vacancies?**  
Please DO NOT contact campus administrators to inquire about campus vacancies. All principals and program supervisors have access to your application via our computer applicant system. After reviewing your file, a principal may contact you to discuss your application.
- 10. Where can I find a listing of paraprofessional vacancies in Cypress-Fairbanks ISD?**
- Specific campus paraprofessional vacancies are not listed due to the rapid growth and changing needs of the district.
  - Non-campus paraprofessional vacancies are posted on our website at [www.cfisd.net](http://www.cfisd.net) under <Human Resources>, <Employment Opportunities>
  - Paraprofessional applications are accepted year round.
- 11. How long will my application remain active?**  
Applications remain active from October 1 through September 30. For employment consideration after September 30 of each year, you must complete a new application. Updated references are required if they are older than one year.
- 12. I applied for a paraprofessional position but have not been contacted by a campus for an interview. What do you suggest?**
- Apply for a paraprofessional substitute position at [www.cfisd.net/humanres/apps/subst.htm](http://www.cfisd.net/humanres/apps/subst.htm) to gain valuable experience.
  - Update your online application to reflect current contact information and employment experience.
  - If you have not taken and passed the proficiency test, go to [www.cfisd.net/humanres/apps/onlinepara.htm](http://www.cfisd.net/humanres/apps/onlinepara.htm) and follow step #5.
  - Consider applying for additional jobs (e.g., special education, instructional, clerical).
  - Contact your references to verify they have completed and submitted the reference forms to the Office of Human Resources.
- 13. What do I need to do if I want to change information on my application?**  
All applicants have the capability to update their online application with their user identification and password at any time. After making all the necessary changes/updates, click on the “final submit” button.

**In order for your application to receive full consideration in our staff planning process, it is important you provide all the information and specific documentation requested in the instructions.**

