



# Cypress-Fairbanks Independent School District

## FREQUENTLY ASKED QUESTIONS PARAPROFESSIONAL APPLICANTS

- 1. What are the requirements for an instructional or clerical paraprofessional in Cypress-Fairbanks ISD?**
  - Paraprofessionals are required to submit proof of a high school diploma or GED equivalent on the day of testing. Testing will not be permitted without the required documentation.
  - If you received your education outside the United States, all educational documents must be evaluated by an academic credential evaluation agency.
  - All non-citizens of the United States must also provide a valid work authorization permit in order to work as a paraprofessional.
  - All paraprofessionals must meet proficiency test requirements. Registration for the test should be done AFTER applying for paraprofessional positions.
- 2. What is the 2011-2012 salary for instructional and clerical paraprofessionals?**
  - Clerical/Technical 42: \$16,998 minimum for working a 187-day contract
  - Paraprofessionals working in LIFE Skills, PPCD, AB, and Alternative Learning Centers receive a \$1,000 stipend. Paraprofessionals working in LIFE Skills at the Carlton Center receive a \$2,000 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 three (3) reference forms?**

No. The SearchSoft application system electronically submits the references to the people you listed on the application. Please double check the email addresses to ensure their accuracy.
- 5. Do all of my references have to be from supervisors?**

References should include 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 teacher position?**

Yes. Should you wish to apply for a paraprofessional position, link your application to the desired paraprofessional job(s). A separate copy of your high school diploma, GED, or college transcript (must have conferred date of graduation) is required to complete your paraprofessional application. Your teacher references will be accepted by the Ancillary Personnel Office if they are less than twelve (12) months 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 the “Jobs” tab at the top of the application to view job openings. Click on “View/Apply” to select another position. Your information will automatically repopulate the new application.



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- 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?**
- Once you submit the online application, your information becomes available for campus staff and program supervisors for review.
  - Based upon the district's needs, completion of your application, and acceptable references, you may be invited to a screening interview.
- NOTE: All applications are reviewed, although not all applicants are interviewed.
- 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 information via our online applicant tracking system.
- 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?**
- Paraprofessional applications are active for three (3) months from the submission date. After three (3) months, your application will become inactive, and you will need to reactivate the job(s).
  - References are valid for twelve (12) months. References must be updated after 12 months and/or if there are significant employment changes during this time.
- 12. I applied for a paraprofessional position but have not been contacted by a campus for an interview. What do you suggest?**
- 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 #4.
  - Consider applying for additional jobs (e.g., special education, instructional, clerical, substitute, etc.).
  - Review your application to verify that references have been received by 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. Click on "Save and Next" at the bottom of each page for your changes to be saved in the system.
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**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.**