

FREQUENTLY ASKED QUESTIONS - PARAEDUCATOR APPLICANTS

1. What are the requirements for an instructional or clerical paraeducator in Cypress-Fairbanks ISD?

All campus-based instructional paraeducators must meet our highly qualified standard:

- 48 hours of college credits OR
- Associate's or higher degree OR
- Competency on the CFISD proficiency test (score of 70+)
 - If the proficiency test is required for your desired posting, please click the link below to complete a form so a testing account can be created for you. You will need to enter your email, first name, and last name. You only need to do this ONE TIME. Please DO NOT use an email other than the email entered in your application or the test will not be valid.

FORM LINK: <https://forms.gle/9ousaS2MiDpXajcW8>

Once your account has been created, we will be in contact to share how to access the test.

- All first time paraprofessional applicants are required to submit proof of high school graduation or GED equivalent. **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 paraeducator. This documentation will be required at time of hire.

2. What is the 2021-2022 salary for regular and clerical paraeducators?

- Clerical(CP2)/Regular(IP2): \$19,672 minimum for working a 187-day contract
- Paraeducators working in ECSE, AB, and Alternative Learning Centers receive a \$1,000 stipend.
- Paraeducators working in LIFE Skills receive a \$2,000 stipend.
- Paraeducators working in LIFE Skills at the Carlton Center receive a \$3,000 stipend.
- Paraeducators working as Clinic Assistants receive a \$2,000 stipend.

3. How often are paraeducators paid in Cypress-Fairbanks ISD?

Paraprofessionals are paid semi-monthly over a 12-month period. Pay dates are on the 15th and last working day of the month.

4. Does the Office of Human Resources distribute the three (3) reference forms?

No. Our Applicant Tracking System electronically submits the references to the people you listed on the application. Please double check the email addresses to ensure their accuracy. References are only good for a year, so if your application is over a year old, you will need to contact our office to have the references resent.

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. If you have worked in a public or private school setting, your principal should be included as a reference. All references should be able to address your integrity, ability to work with children, professionalism, communication skills, and organizational skills.

6. Do I need to complete a new application for each position that interests me?

No. If you would like to apply for additional jobs, click on "Job Listings" to view job openings. Click on "Job Title" and then "Apply" to select another position and then on "Apply for this position". Your information will automatically repopulate the new application. Click on SAVE AND CONTINUE until you get to Review. Lastly, type your name and initials and click on SAVE AND SUBMIT. Repeat the process for each job opening.

NOTE: All applications are available for review, although not all applicants are interviewed.

7. 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 to review. Based upon the district's needs, completion of your application, and acceptable references, you may be invited to a screening interview.

8. 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.

9. Where can I find a listing of paraeducator vacancies in Cypress-Fairbanks ISD?

Specific campus paraeducator vacancies are not listed due to the rapid growth and changing needs of the district. Non-campus paraeducator vacancies are posted on our website at www.cfsd.net under Job Seekers, Become a Paraprofessional and Step 2. Paraeducator applications are accepted year round.

10. How long will my application remain active?

Paraeducator applications will stay active until the job posting becomes inactive. 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.

11. I applied for a paraeducator 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. 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.

12. 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 CONTINUE" at the bottom of each page for your changes to be saved in the system and once you get to Review, make sure you click on Submit to save all changes.

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.

For further questions you may contact:

Human Resources Phone: 281-897-4189

Email: annette.escobar@cfisd.net