

**FREQUENTLY ASKED QUESTIONS
PARAEDUCATOR APPLICANTS**

1. **What are the requirements for an instructional or clerical paraeducator in Cypress-Fairbanks ISD?**
 - Paraeducators are required to submit proof of high school graduation, GED equivalent **or** a college transcript (**must have conferred date of graduation and degree stated**) on the day of testing or upload to your online application. 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.
 - All campus-based instructional and clerical paraeducators must meet proficiency test requirements. Registration for the test should be done **AFTER** applying for paraeducator positions.

2. **What is the 2018-2019 salary for instructional and clerical paraeducators?**
 - Clerical(CP2)/Instructional(IP2): \$19,190 minimum for working a 187-day contract
 - Paraeducators working in PPCD, 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.

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. Talent Ed (TED) application 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. 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 paraeducator 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.

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 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 available for review, although not all applicants are interviewed.