



## Guest Paraeducator, Bus Monitor & Office Professional Documents

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Name \_\_\_\_\_ Date \_\_\_\_\_

### INSTRUCTIONS

Use this checklist as a reference to ensure you have reviewed and completed all of the required items. Once you have completed all of the items on this checklist, be sure to upload the documents to your online application and click *Submit*.

1.  Guest Paraeducator, Bus Monitor & Office Professional Availability Form
2.  Role and Responsibilities of the Guest Paraeducator
3.  Classified Reference Forms
  - Two (2) professional reference forms and or professional letters of reference are required for this position.
  - Forms/letters must be completed by a current or former supervisor.
4.  Notice of Reasonable Assurance Form
5.  Sexual Misconduct Disclosure Release Instructions & Form
  - Review the instructions prior to completing the form.
  - Must complete one (1) form for each district in which you worked and received payment. Make as many copies of the form as needed.
6.  Fingerprint/Background Check Requirement Instructions
  - Review the attached information for fingerprinting.
7.  Title I Documents (see Title I - Part A, Guest Paraeducator Requirements, in this packet) **Required for guest paraeducator position only.**
8.  Complete the assigned SafeSchools courses
  - If you do not have a computer with internet access; you may contact your local library, Work Source office, a family member or friend for assistance.
  - Email [subservices@esd113.org](mailto:subservices@esd113.org) when you have completed the required SafeSchools courses.
9.  EdJobsNW Guest Employee Guide
  - Review the information included in the guide to learn pertinent information about guest teaching.
10.  Acknowledgement Statement
11.  Upload all completed forms to your online application prior to submitting.



**GUEST PARAEDUCATOR, BUS MONITOR & OFFICE PROFESSIONAL AVAILABILITY FORM  
2019-2020**

Legal First Name \_\_\_\_\_ Legal Middle Initial \_\_\_\_\_ Legal Last Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Day Phone (Required) \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email Address (Required) \_\_\_\_\_

**Select the guest employee position(s) below for which you are applying:**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Paraeducator (classroom, playground, library, etc.) | <input type="checkbox"/> Bus Monitor - Olympia SD           | <input type="checkbox"/> Office Professional |
| <input type="checkbox"/> Paraeducator Special Education – 1 on 1             | <input type="checkbox"/> Bus Paraprofessional - Tumwater SD |  |
| <input type="checkbox"/> Paraeducator Special Education – Autistic           |   |  |
| <input type="checkbox"/> Paraeducator Special Education – Behavioral         |   |  |
| <input type="checkbox"/> Paraeducator Special Education – Developmental      |   |  |
| <input type="checkbox"/> Paraeducator Special Education – Life Skills        |   |  |
| <input type="checkbox"/> Paraeducator Special Education – Resource           |   |  |

<input type="checkbox"/> <b>GRIFFIN SD (Add all schools)</b> <input type="checkbox"/> Griffin Elementary <input type="checkbox"/> Griffin Middle School  <input type="checkbox"/> <b>HOOD CANAL SD (Add all schools)</b> <input type="checkbox"/> Hood Canal Elementary <input type="checkbox"/> Hood Canal Middle School  <input type="checkbox"/> <b>MCCLEARY SD (Add all schools)</b> <input type="checkbox"/> McCleary Elementary <input type="checkbox"/> McCleary Middle School  <input type="checkbox"/> <b>OAKVILLE SD (Add all schools)</b> <input type="checkbox"/> Oakville Elementary <input type="checkbox"/> Oakville Middle/High School  <input type="checkbox"/> <b>ROCHESTER SD (Add all schools)</b> <input type="checkbox"/> Rochester Primary <input type="checkbox"/> Grand Mound Elementary  <input type="checkbox"/> Rochester Middle School  <input type="checkbox"/> Rochester High School <input type="checkbox"/> H.E.A.R.T. High School*	<input type="checkbox"/> <b>OLYMPIA SD (Add all schools)</b> <input type="checkbox"/> Boston Harbor Elementary <input type="checkbox"/> Centennial Elementary <input type="checkbox"/> Garfield Elementary <input type="checkbox"/> Hansen Elementary <input type="checkbox"/> Lincoln Elementary <input type="checkbox"/> LP Brown Elementary <input type="checkbox"/> Madison Elementary <input type="checkbox"/> McKenny Elementary <input type="checkbox"/> McLane Elementary <input type="checkbox"/> Pioneer Elementary <input type="checkbox"/> Roosevelt Elementary  <input type="checkbox"/> Jefferson Middle School <input type="checkbox"/> Marshall Middle School <input type="checkbox"/> Reeves Middle School <input type="checkbox"/> Washington Middle School  <input type="checkbox"/> Avanti High School* <input type="checkbox"/> Capital High School <input type="checkbox"/> Olympia High School  <input type="checkbox"/> GRUB* <input type="checkbox"/> Olympia Regional Learning Academy* <input type="checkbox"/> OSD at North Street* <input type="checkbox"/> OSD Transition Academy*	<input type="checkbox"/> <b>TUMWATER SD (Add all schools)</b> <input type="checkbox"/> Black Lake Elementary <input type="checkbox"/> East Olympia Elementary <input type="checkbox"/> Littlerock Elementary <input type="checkbox"/> Michael T Simmons Elementary <input type="checkbox"/> Peter G Schmidt Elementary <input type="checkbox"/> Tumwater Hill Elementary  <input type="checkbox"/> Bush Middle School <input type="checkbox"/> Tumwater Middle School  <input type="checkbox"/> Black Hills High School <input type="checkbox"/> LINCS High School* <input type="checkbox"/> New Market Skills Center* <input type="checkbox"/> Secondary Options – Black Hills HS* <input type="checkbox"/> Secondary Options – New Market SC* <input type="checkbox"/> Tumwater High School <input type="checkbox"/> Tumwater West*  <input type="checkbox"/> <b>YELM CS (Add all schools)</b> <input type="checkbox"/> Fort Stevens Elementary <input type="checkbox"/> Lackamas Elementary <input type="checkbox"/> McKenna Elementary <input type="checkbox"/> Mill Pond Elementary <input type="checkbox"/> Prairie Elementary <input type="checkbox"/> Southworth Elementary  <input type="checkbox"/> Ridgeline Middle School <input type="checkbox"/> Yelm Middle School  <input type="checkbox"/> Yelm High School <input type="checkbox"/> Yelm Extension High School*
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\*Alternative School. See next page for description.

## Alternative Site Descriptions

**Avanti High School** - Our mission at Avanti High School is to provide students with an academically rigorous and relevant curriculum within a relationship-based educational environment. Students acquire the knowledge and skills demanded by society through a combination of experiential and personalized learning opportunities. As a result, our students learn to visualize life after high school as they follow diverse paths towards graduation and begin a lifelong journey of becoming responsible, participating citizens in a global society.

**GRuB** (Garden Raised Bounty) is an alternative learning program located at Capital and Olympia High Schools in the Olympia School District. Through the **GRuB in the Schools Initiative**, disengaged and/or low-income students earn credits while learning about and contributing to their local food systems. GRuB focus on the themes of **Farming Self** (personal development), **Farming Land** (sustainable land stewardship), & **Farming Community** (civic engagement & community service).

**H.E.A.R.T. High School** –Holistic Education Alternatives for Rochester Teens - Expanding alternative educational opportunities in Rochester.

**LINCS** is the Tumwater School District Transition Program. It is an independent living training program for adults 18-21 years old with developmental disabilities. It is a community-based program. LINCS is located at Meadowood Apartments, 801 Israel Road #K-105, across the street from Tumwater High School. You may contact the program at 360-753-6413. Bring a lunch with you.

**OSD at North Street** is the Olympia School District Transition Program. It is an independent living training program for adults 18-21 years old with developmental disabilities. It is a community-based program. Moore Street Transition House is located in a home at 3015 Moore Street off of Carlyon Avenue SE near Olympia High School. You may contact the program at 360-664-4633. Please park on a side street and not in front of the house. Bring a lunch with you.

**New Market Skills Center** is a consortium of 25 high schools in 10 districts providing career and technical education to high school students interested in employment after high school and/or preparation for entering college or apprenticeship.

**Olympia Regional Learning Academy (ORLA)** oversees the Homeschool Connect and Montessori programs (K-6). **Homeschool Connect** works with families who provide home-based instruction to support them in the education of their children. Parents remain the primary teacher in their child's education, but Homeschool Connect is here to be supportive with resources, strategies, and classes that are more difficult to provide at home. The **Montessori Method** is built around a 2-3 hour work period during which students are free to explore the environment and become enmeshed in their work. The half-day class will often begin with a class meeting during which the whole group of students will come together to build community through songs, games, problem solving, and/or presentations of learning material.

**Secondary Options** is an alternative education program located within Tumwater School District on two campuses; Black Hills High School, which is a more traditional setting with three classrooms and direct instruction by teachers; and New Market Skills Center which is an Apex online learning program. The classroom is a computer lab where students work on their subjects online, with a teacher available to assist them as needed.

**Tumwater West** is the juvenile detention center. Students grades 4-12, self-contained and are taught all subjects.

**Yelm Extension School (YES)** is an off-campus alternative learning program of Yelm High School.



## Role and Responsibilities of the Guest Paraeducator, Bus Monitor & Office Professional

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The following information pertains to the role and responsibilities of the Guest Paraeducator. Keep a copy for your records to use as a reminder checklist when accepting an assignment.

A guest paraeducator may work under the direction of a classroom teacher, building secretary or site administrator for the purpose of providing assistance to students and/or staff. When working in a classroom, a guest paraeducator is responsible to maintain the care, welfare, safety and security of students.

A guest paraeducator must be able to fluently communicate by reading and writing in the English language.

**NOTE: Guest paraeducator placement is handled on-call and as needed as dictated by the daily needs of our member districts. Be advised, there is no guarantee of placement on any given day and no ongoing expectation of placement.**

### Guest Paraeducators may be required to fulfill the following responsibilities:

- 1. Assist the teacher in the classroom and/or office staff and follow any written instructions left by the regular employee.
- 2. Assist individual students in performing activities initiated by the teacher.
- 3. Supervise children in the hallway, lunchroom, and playground.
- 4. Assist in monitoring supplementary work and independent study.
- 5. Reinforce learning in small groups or with individual students while the teacher works with other students.
- 6. Perform basic clerical tasks (e.g. typing, photocopying, answering phones, assisting parents and staff in the office, etc.)
- 7. Grade and/or score tests, quizzes, papers and keep appropriate records for the teacher.
- 8. Operate and maintain classroom equipment including film projectors, overhead projectors, etc.
- 9. Comply with all building procedures and schedules. Promote the proper use and care of school property.
- 10. Work cooperatively with site administration, staff, students and families.
- 11. Follow directives of site administration, including but not limited to substituting in another classroom, and/or performing tasks and other related duties as assigned.
- 12. Conducting personal business during a guest employee placement is prohibited.
- 13. **The following examples of unacceptable behavior include, but are not limited to: using profanity, reading the newspaper, personal phone calls on a school or cellular phone, sending text messages and using the Internet for non-school related purposes including accessing Aesop to accept future placement(s).**
- 14. If you need assistance resolving a problem, contact a site administrator or building secretary.

- 15. You are required to remain for the duration of the placement. Do not leave school early.
  - 16. Write a summary for the regular employee describing the day's events.
  - 17. Report any accidents, spills or repairs to the classroom teacher or site administrator.
  - 18. Check out with the front office. Return any keys and/or materials.
  - 19. Review the Guest Employee Guide for information regarding payment, discipline procedures, Aesop, school locations and calendars, and other pertinent topics.
  - 20. Maintain professional/business casual dress, appropriate for guest employee placement.
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The following information pertains to the role and responsibilities of the Guest Bus Monitor. Keep a copy for your records to use as a reminder checklist when accepting an assignment.

The Guest Bus Monitor may assist special education students while they are being transported to and from school; provide assistance with students' health care and assisting with student loading and unloading from busses.

**Guest Bus Monitors may be required to fulfill the following responsibilities:**

- 1. Assist bus driver in maintaining order and minimizing disruptive activity on the school bus.
  - 2. Assess special education students for the purpose of providing health care and other special needs during transport, safe loading and unloading from busses including both emergency situations and normal transport.
  - 3. Clean assigned vehicles, both interior and exterior, for the purpose of maintaining appearance, sanitation and safety of vehicle.
  - 4. Instruct special education students for the purpose of enforcing rules and regulations and maintaining safety.
  - 5. Prepare documentation for the purpose of providing written support and/or conveying information.
- 

The following information pertains to the role and responsibilities of the Guest Office Professional. Keep a copy for your records to use as a reminder checklist when accepting an assignment.

The Guest Office Professional may assist in the in a manner to promote a professional image directed at providing the best possible service to the staff, community and students. To foster a collaborative office environment, focused on maximum efficiency and efficient use of technology.

**Guest Office Professionals may be required to fulfill the following responsibilities:**

- 1. Communicates in a positive and effective manner with staff, students, co-workers, parents/guardians and/or visitors either in-person, phone or email.
- 2. Perform experience level office/secretarial tasks of a confidential nature including, but not limited to, producing letters via the computer; photocopying, filing, and distributing mail.
- 3. Answers telephone communications and record messages.
- 4. Accurately maintain necessary files.
- 5. Maintain confidentiality at all times.



CLASSIFIED REFERENCE FORM

Applicant's Full Name: \_\_\_\_\_ Applicant's Email: \_\_\_\_\_
Applicant's Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_
Name of Reference: \_\_\_\_\_ Title: \_\_\_\_\_
School/Business: \_\_\_\_\_ Phone Number: \_\_\_\_\_

TO BE COMPLETED BY THE EVALUATOR

The applicant listed above is seeking an opportunity for employment with EdJobsNW's (formerly PSPC) member school districts and is required to provide a reference for his/her application. A reference should be familiar with the applicant's ability, potential, and performance. Your prompt attention in completing and returning this form to the applicant, at the address or email listed above, is greatly appreciated. Comments can be included on an attachment if you require additional space.

1 - Excellent 2 - Above Average 3 - Average 4 - Below Average 5 - Unsatisfactory NK - No Knowledge

Table with 4 columns: Professional / Personal Characteristics, Rating, Effective interpersonal skills, Rating. Rows include General appearance, Clarity of written/verbal communication, Character / Integrity, Initiative / Follow through, Judgment / Common sense, Response to supervision, and Dependability / Reliability.

COMMENTS REGARDING RATINGS ABOVE:

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

PLEASE PROVIDE REQUESTED INFORMATION BELOW

- 1. I have known the applicant: [ ] As a student [ ] As an employee [ ] Professionally [ ] Other
2. Dates of employment and/or time you have known applicant: \_\_\_\_\_ to \_\_\_\_\_ and/or number of years
3. What was the applicant's position in your school or business?
4. Do you know any reason why this person should not work around children? [ ] Yes [ ] No If yes, please explain in comments section below.
5. Has there been any disciplinary action or investigation taken against the applicant concerning unprofessional conduct, incompetence, or insubordination? [ ] Yes [ ] No If yes, please explain in comments section below.
6. If a vacancy existed in your school or business for which the applicant was qualified, would you consider him/her for employment? [ ] Yes [ ] No
7. COMMENTS: \_\_\_\_\_

Evaluator Signature

Date

Email



CLASSIFIED REFERENCE FORM

Applicant's Full Name: \_\_\_\_\_ Applicant's Email: \_\_\_\_\_
Applicant's Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_
Name of Reference: \_\_\_\_\_ Title: \_\_\_\_\_
School/Business: \_\_\_\_\_ Phone Number: \_\_\_\_\_

TO BE COMPLETED BY THE EVALUATOR

The applicant listed above is seeking an opportunity for employment with EdJobsNW's (formerly PSPC) member school districts and is required to provide a reference for his/her application. A reference should be familiar with the applicant's ability, potential, and performance. Your prompt attention in completing and returning this form to the applicant, at the address or email listed above, is greatly appreciated. Comments can be included on an attachment if you require additional space.

1 - Excellent 2 - Above Average 3 - Average 4 - Below Average 5 - Unsatisfactory NK - No Knowledge

Table with 4 columns: Professional / Personal Characteristics, Rating, Effective interpersonal skills, Rating. Rows include: General appearance, Clarity of written/verbal communication, Character / Integrity, Initiative / Follow through, Judgment / Common sense, Response to supervision, Dependability / Reliability.

COMMENTS REGARDING RATINGS ABOVE:

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

PLEASE PROVIDE REQUESTED INFORMATION BELOW

- 1. I have known the applicant: [ ] As a student [ ] As an employee [ ] Professionally [ ] Other
2. Dates of employment and/or time you have known applicant: \_\_\_\_\_ to \_\_\_\_\_ and/or number of years
3. What was the applicant's position in your school or business?
4. Do you know any reason why this person should not work around children? [ ] Yes [ ] No If yes, please explain in comments section below.
5. Has there been any disciplinary action or investigation taken against the applicant concerning unprofessional conduct, incompetence, or insubordination? [ ] Yes [ ] No If yes, please explain in comments section below.
6. If a vacancy existed in your school or business for which the applicant was qualified, would you consider him/her for employment? [ ] Yes [ ] No
7. COMMENTS: \_\_\_\_\_

Evaluator Signature

Date

Email



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## 2019-2020 School Year

**To:** New Guest Paraeducator, Bus Monitor & Office Professional  
**From:** Carrie Harper-Kitzmiller, Administrator  
**Subject:** Notification of Reasonable Assurance for the 2019-2020 School Year

We are pleased to notify you that you have reasonable assurance as a guest employee with EdJobsNW Guest Employee Services member districts (Griffin, Hood Canal, Mary M. Knight, McCleary, Oakville, Olympia, Rochester, Tenino, Tumwater, Yelm and the Early Learning Program) for the 2019-2020 school year.

Employment with our districts calls for several customary vacation/recess periods during the school year. You will remain a guest employee for the member school districts following each of these periods, as established by the 2019-2020 school calendars, unless you have indicated otherwise.

The following are approximate dates of recess periods during the 2019-2020 school year, but may vary by district.

Winter Break	December 23, 2019 through January 3, 2020
Mid-Winter Break	February 18, 2020
Spring Break	April 6, 2020 through April 10, 2020
Summer Break	Starts June 17, 2020

This notification is not intended to create a contract of employment or to alter an existing contract of employment, if any. Be advised, there is no guarantee of placement on any given day and no ongoing expectation of placement.

By signing below, I hereby acknowledge receipt of this Notice of Reasonable Assurance.

I wish to be a guest employee with *EdJobsNW* for the 2019-2020 school year:

Yes       No

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Email Address (REQUIRED)

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Signature

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Print Name

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Date





## Sexual Misconduct Disclosure Release Instructions

Effective June 10, 2004

Engrossed Second Substitute Senate Bill 5533

The Legislature has determined that additional safeguards are necessary in the hiring of school district employees to ensure the safety of Washington's school children. To provide this additional safeguard the attached form is required for all applicants.

### Steps for completing the Sexual Misconduct Disclosure Release Form:

1. It is required that you complete one form for each school district in which you have worked.
2. Enter your previous school district name and address in the top section of the form.
3. Enter your name and information in the middle section of the form.
4. Signature (below authorization statement)
  - Each form needs to have your original signature and date.
5. Upload form(s) your online application.
6. If you have never been employed by a school district check the box "No prior school district employment" on the top right of the form, print and sign your name and date the form where indicated.
7. The Guest Employee Office will mail the original form(s) to your former school district(s).
8. Prior districts will then return the completed form(s) to the Guest Employee Services Office.
9. Hiring is contingent upon the outcome of the returned form(s).



# WASHINGTON STATE SEXUAL MISCONDUCT DISCLOSURE RELEASE

(District Submits This Form to Previous School District Employer(s))

<b>To:</b> SCHOOL DISTRICT EMPLOYER	<input type="checkbox"/> No prior school district employment
PERSONNEL DEPARTMENT	
STREET ADDRESS	
CITY, STATE, ZIP	
FAX #	

The named applicant is under consideration for a position in our district. The Legislature has determined that additional safeguards are necessary in the hiring of school district employees to ensure the safety of Washington's school children. The individual whose name appears below has had previous employment with your organization. As a former employer, we request you provide the information requested on this form within 20 business days as required by state law (RCW 28A.400). Sexual misconduct definitions are found in WAC 181-87 and WAC 181-88. Your assistance is appreciated.

APPLICANT'S NAME (FIRST, MIDDLE, LAST)	
FULL NAME WHEN LAST EMPLOYED WITH ORGANIZATION	
SOCIAL SECURITY NUMBER	CERTIFICATE NO.
APPROXIMATE DATES OF EMPLOYMENT	
POSITION(S)	

I authorize you to release to the school/district listed below, all information related to any acts of sexual misconduct that the school district has made a determination that there is sufficient information to conclude that the abuse or misconduct occurred and that the abuse or misconduct resulted in the employee's leaving his or her position at the school district. Such information includes copies of all related documents, including any rebuttal documents, in personnel, investigative or other files, in accordance with RCW 28A.400. I release the above employer and employees acting on behalf of the employer from any liability for providing information described in this document.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**This section to be completed by former school district employer(s) only.**

- No sexual misconduct materials were found.
- Yes, sexual misconduct materials are available.  
Please contact for more information.
- No record of employment

Was a complaint of sexual misconduct filed with OSPI?

Yes  No

\_\_\_\_\_  
Former Employer Representative Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Employing School Receipt Date: \_\_\_\_\_

Received By: \_\_\_\_\_

**Return all completed information to:**

SCHOOL DISTRICT EdJobsNW		PHONE 360-464-6855
ADDRESS 6005 Tye Dr SW, Tumwater		FAX 360-464-6904
STATE WA	ZIP 98512	



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## Fingerprint/Background Check Requirement Instructions

Washington State law requires that any person newly hired by a school district or educational service district must be fingerprinted for a state and national background check. This process must be completed prior to working or becoming a guest employee (substitute) at a school district or educational service district.

The fingerprinting/background process is NOT required until you complete and return the guest employee forms and have finished all of the SafeSchools courses.

Capital Region ESD 113 conducts fingerprinting on a walk-in basis. No appointments or reservations are taken. It may take approximately 15-20 minutes to fingerprint an applicant. Be advised there may be people waiting ahead of you when you arrive. Early morning is a better time to come in, allowing plenty of time for this process. If you arrive late in the afternoon and there are individuals ahead of you, we may not be able to get your process completed and therefore will ask you to return another day. Our office must complete required closing procedures and are unable to print individuals who arrive after 3:30 p.m. Fingerprinting is completed at the Capital Region ESD 113.

### *Capital Region Educational Service District 113*

6005 Tye Drive SW  
Tumwater, WA 98512  
(360) 464-6714

**Hours:** 7:30 AM – 3:45 PM (Closed for lunch from 11:30 AM – 12:30 PM), Monday through Friday

**Fee: \$84.00**

**Please Note:** If you bring small children with you, they should be accompanied by another adult in the lobby while you are fingerprinted.

You may pay for the fingerprinting process using a debit/credit card (Visa/MasterCard ONLY).

**No business or personal checks.**

Should we be unable to obtain quality fingerprints from an individual, we then send them with a form to the Washington State Patrol to be printed there. This form is generated by the ESD and sent with the individual. The form gives that agency the information they need and lets them know that the appropriate fee has been charged. The law enforcement agency will charge a fee to take the prints as well.

Please be aware, ESD 113 staff strives for quality control in your fingerprinting process, however, we cannot guarantee that your prints may not be rejected due to circumstances beyond the technician's control. **NO refunds will be granted.**

If you have questions you may contact the Fingerprint Office at (360) 464-6709.



## Title I - Part A, Guest Paraeducator Requirements

To be in compliance with Federal requirements for *Title 1 - Part A Paraeducators*, you must provide our office with documentation showing proof that you have completed the following:

**Step 1:** Submit a copy of your High School Diploma or General Education Development diploma (GED) or transcripts.

**Step 2:** Select one of the options below.

<b>Option 1:</b> <b>Two Years of Study at an Institution of Higher Education</b>	<b>Option 2:</b> <b>Associate Degree (or higher)</b>	<b>Option 3:</b> <b>ETS ParaPro Assessment</b>
<ul style="list-style-type: none"> <li>• Institution must meet the five criteria of Section 101(a) of the *Higher Education Act (we contact institution for verification)</li> <li>• Classes at 100 level or above</li> <li>• 72 quarter or 48 semester credits</li> <li>• Credits from more than one institution are allowable</li> <li>• No time limit on credits</li> <li>• Bring official transcripts you received by the institution(s) you attended to EdJobsNW</li> <li>• EdJobsNW staff will make a copy for our records</li> </ul>	<ul style="list-style-type: none"> <li>• Associate degrees and higher are accepted</li> <li>• Institution must meet the five criteria of Section 101(a) of the *Higher Education Act (we contact institution for verification)</li> <li>• Bring official transcripts you received by the institution(s) you attended to EdJobsNW</li> <li>• EdJobsNW staff will make a copy for our records</li> </ul>	<ul style="list-style-type: none"> <li>• 90 Multiple choice items – 30 questions in each subject (reading, writing, and mathematics)</li> <li>• 2.5 hours testing time</li> <li>• Offered through Capital Region ESD 113</li> <li>• Passing score: 461</li> <li>• Bring official transcripts you received by ETS to EdJobsNW</li> <li>• EdJobsNW staff will make a copy for our records</li> <li>• For additional information regarding the test and preparation materials: <a href="https://www.esd113.org/Page/2433">https://www.esd113.org/Page/2433</a> or contact <a href="mailto:parapro@esd113.org">parapro@esd113.org</a></li> </ul>

**\*Five criteria an institution of higher education in the Higher Education Act. Title I, Section 101.**

- (1) admits as regular students only persons having a certificate of graduation from a school providing secondary education, or the recognized equivalent of such a certificate;
- (2) is legally authorized within such State to provide a program of education beyond secondary education;
- (3) provides an educational program for which the institution awards a bachelor's degree or provides not less than a 2-year program that is acceptable for full credit toward such a degree;
- (4) is a public or other nonprofit institution; and
- (5) is accredited by a nationally recognized accrediting agency or association, or if not so accredited, is an institution that has been granted pre-accreditation status by such an agency or association that has been recognized by the Secretary for the granting of pre-accreditation status, and the Secretary has determined that there is satisfactory assurance that the institution will meet the accreditation standards of such an agency or association within a reasonable time.



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## Acknowledgement Statement

By signing below, I acknowledge that I have read and understand the information in the items listed below and agree to abide by the standards/guidelines.

- Role and Responsibilities of the Guest Paraeducator, Bus Monitor & Office Professional
- Notice of Reasonable Assurance Form
- SafeSchools Courses
- Guest Employee Guide
  - Payroll Information
  - Dress Code
  - Maintaining Professional Staff/Student Boundaries
- Code of Professional Conduct
- Absence Management (Aesop) Instructions (See pages 9-10 in the *Guest Employee Guide* for details.)
- Pay Rates
- Workers' Compensation – On the job injury information
- Orientation Video (currently unavailable)
- Guest Employee Restriction Process (See page 16 in the *Guest Employee Guide* for details.) I understand action(s) may be taken if I do not adhere to these requirements.
- School District policies and procedures are available at each building and may be reviewed upon asking the office staff. I understand that each school district has their own set of policies and procedures that I must follow when working within each district.
- *EdJobsNW* has my permission to release my phone number to school staff for guest employee purposes:
  - Yes       No
- I agree that I have the skills, knowledge and abilities to perform the tasks necessary for each placement that I accept through the Absence Management (Aesop) system as selected on the availability form.

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Print Legal First and Last Name

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Signature

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Date