

APPLICATION FOR PARAPROFESSIONAL & SUBSTITUTE PARAPROFESSIONAL

North Central Ohio Educational Service Center

Marion Campus
333 East Center Street
Marion, Ohio 43302-4101
(740) 387-6625

Mansfield Campus
1495 West Longview Avenue, Suite 200
Mansfield, Ohio 44906-1872
(419) 747-4808

Tiffin Campus
65 St. Francis Avenue
Tiffin, Ohio 44883-3053
(419) 447-2927

REQUIREMENTS

Read this information carefully before completing the application form.

The following items are needed *prior* to board approval:

- **I-9 Employment Eligibility Verification Form:**

Under Title IX, an applicant must be an American citizen or qualified to work in the U.S. If you are employed by the Educational Service Center or any of the local districts, you will need to complete an Employment Eligibility Verification Form (I-9), required by the Immigration Reform & Control Act of 1986. Employees must provide documents that establish both identity and employment eligibility.

One document from **LIST A:** U.S. Passport OR

One document from **LIST B and LIST C:**

List B: 1) Driver's License 2) ID card issued by federal, state, or local government agencies or entities provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address 3) School ID card with a photograph 4) Voter's registration card 5) U.S. military card or draft record

List C: 1) U.S. social security card 2) Certification of Birth Abroad issued by the Department of State 3) Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal.

- **Criminal Background Check:**

As of November 19, 2007 all applicants must have BCII and FBI criminal background checks completed before they can be Board approved. The NCOESC is open for criminal background checks Monday through Friday from 8:00 AM until 3:45 PM.

- **Tuberculin Test:**

A copy of a TB test (given within the past 60 days) is required.

- **In addition to the above mentioned items, Full – time employment requires the following:**

- **Ohio Certification:**

It will be necessary for you to apply for a Paraprofessional Certificate from the Ohio Department of Education at the cost of \$12.00.

- **Physical:**

If you are hired full-time in a *PreSchool* unit, it is necessary for you to have a physical by your family physician, this expense is your responsibility and you will be provided with the necessary form.

- If there is a need for any accommodations during the hiring process (e.g., an interpreter for hearing impaired), please notify the Assistant Superintendent at the Educational Service Center.

- **Division of Homeland Security Declaration**

Pursuant to the Ohio Revised Code Sections 2909.32, 2909.33 and 2909.34, all candidates under final consideration for public employment must complete and submit a declaration regarding material assistance/non-assistance to a terrorist organization (DMA) form with their applications.

Date: _____

Name: _____ Phone: () _____

Address: _____

City: _____ Zip Code: _____

Do you meet one of the three following requirements to be considered a High Qualified Paraprofessional?

- **Passed the Parapro Assessment:** _____ Yes _____ No
(If yes, please provide us with a copy of your test scores)
- **Completed at least 2 years of study at an institution of high education (60 quarter hours or 40 semester hours)** *(Please provide us with a copy of your transcripts)*
- **Obtained an associate's degree (in an approved program) or higher for licensure.**
(Please provide us with a copy of your degree and transcripts)

Education

Name of Institution	Location	Degree	From - To

Work Experience

Employer	Location	Kind of Work	From – To

References

Name	Address	Telephone	Position

Position Desired _____

Have you lived in the state of Ohio for the past five (5) consecutive years? _____ Yes _____ No

I am willing to substitute in following classrooms (*circle choices*): PreSchool MD/MH ED/SBH OTHER

GEOGRAPHICAL PREFERENCES

Please check any school in which you are willing to substitute

Seneca-Wyandot County

Bettsville Local

- Elementary (Bettsville)
- High School (Bettsville)

Hopewell-Loudon Local

- High School (Bascom)
- Elementary (Bascom)

Mohawk

- High School (Sycamore)
- Jr. High (Sycamore)
- Elementary (Sycamore)

New Riegel Local

- High School (New Riegel)
- Elementary (New Riegel)

Old Fort Local

- High School (Old Fort)
- Elementary (Old Fort)

Seneca East Local

- High School
- Jr. High
- Elementary

Preschool

- Family Learning Center @ Sentinel
- @ Carey
- @ New Riegel
- @ Upper Sandusky

Seneca County Youth Center

Wyandot Co. MRDD (Angeline)

Marion County

- MARCA
- Edward Ruzzo Juvenile Center

BOARD POLICY:

In order to have your name removed from the substitute paraprofessional list, the request must be submitted in writing to the NCOESC.

Items needed to complete application process: (Office use)

- Completed Application
- Current Certificate
- BCI Report
- FBI Report
- Current TB Test Results
- I-9 Form and Documents (Employment Eligibility Verification)
- Homeland Security Declaration
- Board Approval Date

