

Position Information

Plan: 30 2017-2018 Active Plan
Position: 742 Support Services Transportatio Group:
Assignment: 463 Clerk Accts Payable Trans Job Type: 453 Paraprofessional Grade 3
Location: 906 Transportation Grade From:
Department: 362 TRANSPORTATION Grade To:
Supervisor:
Start Date: 07/05/2017 End Date: 06/20/2018

Position Listing Information

226C: Salary based on 226 day calendar
Created Date: 07/11/2017 Status: Open
Pay Type: Salary Pay Range: \$19,876.00 To \$29,823.00
Employment Type: Full Time
Internal Post Start Date: 07/11/2017 External Post Start Date: 07/11/2017
Accept Applications: Until Filled

Conditions Of Employment

Para/Aux/MT

1. Can you, after employment, submit verification of your legal right to work in the United States?

Skills Assessment

Clerical

1. Rate your experience with Microsoft Word.
2. Rate your experience with Microsoft Excel.
3. Rate your experience handling a multi-line phone system

General Questions

Paraprofessional/Clerical

1. Have you ever been convicted of, pled guilty or no contest (nolo contendere) to, or received probation, suspension, or deferred adjudication for a misdemeanor or felony involving "moral turpitude"? Moral turpitude includes but is not limited to: dishonesty, fraud, deceit, theft, attempted theft, misrepresentation, deliberate violence, offense of a sexual nature, indecency with a minor, drug or alcohol-related offenses, or acts constituting abuse under the Texas Family Code. If yes, explain.
2. Have you ever had an ethics complaint filed against you at the Texas State Board for Educator Certification or any state education entity? If yes, explain.
3. Has a student or co-worker ever accused you of inappropriate conduct or sexual harassment? If yes, explain.
4. Have you ever been asked to resign your employment? If yes, explain.
5. Do you have a relative who is a member of the Belton ISD Board of Trustees? If yes, give the name and relationship of the relative.
6. Are you applying as a result of a referral from family, friend, or community member? If yes, list the referral source.
7. Are you a former Belton ISD Employee? If yes, provide when and where you were employed.
8. Have you attended school or worked under a different name? If yes, what name?
9. Have you worked as an aide or secretary for this district or another school district? If yes, name the District, City/State, and dates of employment.
10. List specific skills and/or any machines or equipment you can operate.
11. If applying for music aide, list vocal or musical skills.
12. If applying for health aide, list related skills.
13. If applying for Bilingual/ESL aide, list languages spoken other than English.
14. If applying for LVN, list license #.

Statement of Acceptance - PLEASE READ THIS SECTION - Continued

It is your responsibility to insure that the required documents are submitted with your application. The required documents are listed on the position.

Applications are reviewed upon submission, and interviews are scheduled from that point forward, based upon the application pool. Please check your email frequently for a "Request for Interview" email. Not all applicants will be granted an interview.

I grant permission for Belton ISD to request personal and employment references from those listed, and certify that I can, and will upon request, substantiate all statements made on this application and that such statements are true, complete to the best of my knowledge and are made in good faith. I understand that any misrepresentation of this information shall be cause for denial or employment and, if employed, for dismissal. Submission certifies that I hereby expressly authorize the Board of Education, its agents, and its employees to investigate my personal or employment history, expressly including, but not limited to federal and/or state criminal, law enforcement, or traffic records, which may include confirmation by fingerprint identification.

Applications will be kept active for one year, inactive for one year, and destroyed after the application date the second year. Any originals of transcripts, certificates, etc., will also be destroyed after that time. The application must be renewed if further consideration is desired.

I grant permission for Belton ISD to view and use the information on the examination tab of the Educator Certification Online System for verification of highly qualified and certification eligibility.

Further, it is understood that this application becomes the property of the Belton Independent School District, which reserves the right to accept or reject it.

ALL SECTIONS OF THE APPLICATION MUST BE FLAGGED AS COMPLETED, AND MUST BE SUBMITTED TO HR BEFORE IT CAN BE CONSIDERED.

YOU MUST APPLY FOR EACH SPECIFIC JOB POSTING IN ORDER TO BE CONSIDERED A PART OF THE APPLICANT POOL FOR THAT POSITION. WE SUGGEST THAT YOU CHECK BACK REGULARLY FOR NEW JOB POSTINGS.

By submitting this application, I acknowledge that I agree with all above terms and conditions.

Position Requirements

REMINDER - ALL APPLICANTS

A Criminal History Form must be completed and provided to HR via mail or fax to the address below before you can be considered for hire. Only one form per school year is required. The form can be downloaded from our website

Belton ISD, HR Department
P.O. Box 269
Belton, TX 76513
Fax - 254-215-2016

Attachments

Paraprofessional/Clerical

- Resume
- Cover Letter
- Transcripts
- Certification
- Reference Letter 1

Benefits

Full-time Benefits

Belton ISD provides a comprehensive benefits package to all Full-Time employees. Benefits include health and dental insurance, life insurance, disability insurance, cancer insurance, vision insurance and cafeteria plan payroll deductions. Refer to the district website for additional information.

***** End of report *****