

RISING SUN-OHIO COUNTY COMMUNITY SCHOOL CORPORATION

Henrietta Street  
Rising Sun, Indiana 47040  
(812) 438-2655

EMPLOYMENT APPLICATION FOR INSTRUCTIONAL AIDE

Date of Application: \_\_\_\_\_

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Home Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

I am interested in \_\_\_\_\_ Part-time \_\_\_\_\_ Full-time \_\_\_\_\_ Both

If applying for a Full-time position, please provide documentation for one of the following:

\_\_\_\_\_ Associate Degree

\_\_\_\_\_ Hours equal to or greater than Associates Degree

\_\_\_\_\_ Successful completion of ETS ParaPro Assessment Test

Did you graduate from high school? \_\_\_\_\_ Yes \_\_\_\_\_ No

High School attended:

Name of School

Location

Dates Attended

\_\_\_\_\_

Post Secondary/Vocational School

Location

Dates Attended

Degree(s)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other: Please list degrees, program completions, certificates or honor earned.

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List skills or training which qualify you for the position:

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Briefly describe any work or volunteer service or experience which could be of special value to you as an employee: (e.g., Subject related job, playground or camp leader, Sunday School teacher, etc.) Include dates and places.

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Most recent employers:

Name of employer	Type of work	Dates of employment	Reason for leaving
1. _____			
2. _____			
3. _____			
4. _____			

References:

Name	Position	Address	Phone No.
1. _____			
2. _____			
3. _____			

EMPLOYMENT STATEMENT

I hereby acknowledge by this application for employment with the Rising Sun-Ohio County Community School Corporation that I agree to accept employment under the following conditions:

- \_\_\_\_\_ 1. My employment with the Rising Sun-Ohio County Community School Corporation is strictly at will terminable by either the Rising Sun-Ohio County Community School Corporation or me at any time.
- \_\_\_\_\_ 2. I will use discretion before divulging information concerning the rights and privacy of the staff and students with whom I am associated.
- \_\_\_\_\_ 3. I will not become a regular employee until after a period of probation of thirty (30) days on one job.
- \_\_\_\_\_ 4. I have read and understand the job description for this position at Rising Sun-Ohio County Community School Corporation

I have read and initialed these conditions and accept them as conditions of employment.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

CRIMINAL RECORD

The conviction of a crime is not an automatic bar to employment. The district will consider the nature of the offense, the date of the offense and the relationship between the offense and the position for which you are applying.

- 1. Have you ever been convicted of a felony?     Yes     No
- 2. Is your conduct as an employee or the quality of your work the focus of any investigation by your current employer?     Yes     No
- 3. Have you ever resigned from a job after being disciplined by your employer or after being offered the opportunity to resign rather than be terminated?     Yes     No
- 4. Have you ever been terminated from a position for cause?     Yes     No
- 5. Have you ever been investigated for, charged with or pleaded guilty or “No contest” to any crime involving the sexual abuse of any person or indecency with a minor?     Yes     No
- 6. Have you ever been charged with a crime other than a minor traffic offense, where the court has deferred further proceedings without entering a finding of guilt and placed you on probation or in a public service or education program?     Yes     No
- 7. Have you ever pled guilty or been found guilty of any crime other than a minor traffic offense?  
\_\_\_\_\_ Yes    \_\_\_\_\_ No

If the answer is yes to any of the above questions attach a written explanation and provide court records.

AURTHORIZATION AND RELEASE

I have read and understand the job description for an Instructional Aide at Rising Sun-Ohio County Community Schools. I certify that the information is true and accurate to the best of my knowledge. Failure to disclose criminal conduct may be reason for revoking a job offer or immediate termination.

Signature \_\_\_\_\_

Date \_\_\_\_\_

The Rising Sun-Ohio County Community School Corporation assures that it will not discriminate against any person on the basis of race, color, religion, sex, national origin, age, or disability, nor will anyone be denied the benefits of, or be otherwise subjected to discrimination in admission or access to, or treatment or employment in the conduct of its educational programs and activities and the operation of its facilities.

Inquiries regarding compliance with Title IX, Section 504, the Americans with Disabilities Act, or the Federal Family and Medical Leave Act should be directed to Stephen Patz, Superintendent of the Rising Sun-Ohio County Community School Corporation, Henrietta street, Rising Sun, Indiana 47040. The telephone number is (812) 438-2655, or to the Office of Civil Rights, Washington, D.C.

TITLE: TEACHER AIDE

QUALIFICATIONS: Successful completion of the ParaPro exam or the equivalent of 2 years of college  
Demonstrated aptitude or competence for assigned responsibilities  
Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Teacher and Principal

JOB GOAL: To assist the teacher to achieve teaching objectives by working with individual students or small groups to help them achieve the skill levels of the class as a whole.

ESSENTIAL FUNCTIONS:

1. Administers, scores, and records such achievement and diagnostic tests as the teacher recommends for individual students.
2. Works with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher.
3. Assists the teacher in devising special strategies for reinforcing material or skills based on a sympathetic understanding of individual students, their needs, interests, and abilities.
4. Guides independent study, enrichment work, and remedial work set up and assigned by the teacher.
5. Checks notebooks, corrects papers, and supervises testing and makeup work, as assigned by the teacher.
6. Assists with such large group activities as drill work, reading aloud, and story telling.
7. Serves as chief source of information and help to any substitute teacher assigned in the absence of the regular teacher.
8. Alerts the regular teacher to any problem or special information about an individual student.
9. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.
10. Participates in inservice training programs, as assigned.
11. Promotes good public relations for the School Corporation and community.
12. Performs such other duties as may be assigned.