

NCKSEC Special Education Paraeducator Request and Intake

Complete this form and email it to wtopel@ncksec.net or fax it ATTN: Wes to 785-543-6654 in order to make changes to a current paraeducator assignment or to request a new paraeducator work agreement (replacement or new position). The information will be taken to the NCKSEC Board of Directors for action. If approved the NCKSEC will notify the building administrator and contact the new paraeducator to schedule orientation training.

Date _____

Check One: Assignment Change Replacement Para New Position

Complete this section for all Para Requests (Assignment Changes, Replacement and New Position)

Para Name _____	USD _____	Building _____	
Supervising Teacher _____	Start Date _____	Hours per day _____	Days per week _____
Comments: (if this is a replacement, please identify the paraeducator he/she is replacing)			

This Section Required for Replacement and New Positions

Suggested Wage per hour based upon the NCKSEC Paraeducator Entry Wage Chart

Years of Experience _____ or Number of College Hours _____ = \$ _____

Phone Number for New Para _____

This Section Required for New Positions

***If a position is vacant for more than 30 school days it will be considered a new position.**

Justification for New Position: _____

Daily Schedule:

Time	Assignment	Time	Assignment

* I have determine a suggested starting wage based upon the current entry wage chart. I have attached a signed background check authorization form.

Building Principal Signature _____ Date _____

Superintendent Signature _____ Date _____