

Steps to Become a Paraeducator

Non-Title I Schools	*Title I Schools
<p>Non-Title I school applicants MUST</p> <ul style="list-style-type: none"> • have a high school diploma <u>or</u> GED equivalent (provide a copy at your scheduled orientation) <u>and</u> • complete Steps 1 and 2 below. 	<p>Title I school applicants MUST have <u>one</u> of the following:</p> <ul style="list-style-type: none"> • 60 semester hours of college • a two year degree <u>or</u> • a passing score of 464 on the ParaPro Assessment Test <u>and</u> • complete Steps 1-3 below.

(*Please see list of *Title I Schools* at www.polk-fl.net.)

Please follow the steps below to become a Paraeducator with Polk County Schools:

1. Submit an online application to <http://www.polk-fl.net/employment/onlineapplication.htm>
2. Go to the School Board of Polk County website to view Paraeducator openings. Applicant should contact the schools directly with their resume and application ID#.
3. Title I applicants must also send official transcripts or ParaPro Assessment results to:
 Human Resource Services
 Attn: Certification Dept.
 PO Box 391
 Bartow, FL 33831

ParaPro Assessment Information

The website address for the ParaPro Assessment Test is www.ets.org/parapro . Please access this site to download the test registration form, test bulletin, and to obtain additional information including test dates and locations. **The passing score for our district is 464.**

When completing the ParaPro Assessment registration form do the following:

- Use black ink.
- Fill in the appropriate recipient code for Polk County Schools (**RC367**).
- Copy the statement word for word in *cursive writing* on the last page.
- Mail the completed registration form and payment to the ETS address that is printed on the registration form.