

Steps to Become a Paraeducator

Polk County Schools/Human Resource Services Division
 1915 S. Floral Avenue, Bartow, FL. 33830
 P.O. Box 391, Bartow, Florida 33831

Step	Action						
1	<p>Present documentation that reflects your <u>Highly Qualified (HQ)</u> status. Documentation should be presented to the <u>Certification Department</u>: in one of the following ways:</p> <table border="1" data-bbox="201 436 1503 1549"> <thead> <tr> <th data-bbox="201 436 318 485">Option</th> <th data-bbox="318 436 1503 485">Documentation Method</th> </tr> </thead> <tbody> <tr> <td data-bbox="201 485 318 1209">a.</td> <td data-bbox="318 485 1503 1209"> <p>College Credits</p> <ul style="list-style-type: none"> • Complete the Credential Review Request Form. (This form <u>must</u> be completed as a part of the review/evaluation process.) You can also access this form by visiting: http://www.polk-fl.net/employment/default.htm . • Submit official transcript(s) documenting a minimum of 60 semester hours from an accredited college/university. Submit an <i>official</i> advanced degree transcript to: Office of Certification/NCLB Compliance in <u>one</u> of the following ways: <p style="text-align: center;">Email: credentialreview@polk-fl.net</p> <p style="text-align: center;">Mail: Attention: Certification Office (Advanced Degree Supplement Review) P.O. Box 391, Bartow Florida, 33831</p> <p style="text-align: center;">Hand Delivery: Certification Office (Advanced Degree Supplement Review) 1907 S. Floral Avenue Bartow, Fl 33830</p> <p>***Electronic transcripts must come <i>directly</i> from the college or a transcript clearinghouse.</p> </td> </tr> <tr> <td data-bbox="201 1209 318 1549">b.</td> <td data-bbox="318 1209 1503 1549"> <p>Passing score of 464 on the <i>ParaPro Assessment</i>.</p> <ul style="list-style-type: none"> • Register for the <i>ParaPro Assessment</i>: Email spenny@flsouthern.edu to request information on available test dates and registration details. <ul style="list-style-type: none"> ○ <i>ETS ParaPro Assessment Information</i> ○ <i>Florida ParaPro Assessment Testing Centers & Contacts</i> • Submit the original <u>or</u> notarized copy of the original <i>ETS Score Report</i> documenting a passing score of <u>464</u> to the <i>Human Resource Services/Certification Department</i> 863-534-0781 or credentialreview@polk-fl.net. </td> </tr> </tbody> </table>	Option	Documentation Method	a.	<p>College Credits</p> <ul style="list-style-type: none"> • Complete the Credential Review Request Form. (This form <u>must</u> be completed as a part of the review/evaluation process.) You can also access this form by visiting: http://www.polk-fl.net/employment/default.htm . • Submit official transcript(s) documenting a minimum of 60 semester hours from an accredited college/university. Submit an <i>official</i> advanced degree transcript to: Office of Certification/NCLB Compliance in <u>one</u> of the following ways: <p style="text-align: center;">Email: credentialreview@polk-fl.net</p> <p style="text-align: center;">Mail: Attention: Certification Office (Advanced Degree Supplement Review) P.O. Box 391, Bartow Florida, 33831</p> <p style="text-align: center;">Hand Delivery: Certification Office (Advanced Degree Supplement Review) 1907 S. Floral Avenue Bartow, Fl 33830</p> <p>***Electronic transcripts must come <i>directly</i> from the college or a transcript clearinghouse.</p>	b.	<p>Passing score of 464 on the <i>ParaPro Assessment</i>.</p> <ul style="list-style-type: none"> • Register for the <i>ParaPro Assessment</i>: Email spenny@flsouthern.edu to request information on available test dates and registration details. <ul style="list-style-type: none"> ○ <i>ETS ParaPro Assessment Information</i> ○ <i>Florida ParaPro Assessment Testing Centers & Contacts</i> • Submit the original <u>or</u> notarized copy of the original <i>ETS Score Report</i> documenting a passing score of <u>464</u> to the <i>Human Resource Services/Certification Department</i> 863-534-0781 or credentialreview@polk-fl.net.
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2	<p>(You <u>must</u> use <i>Chrome</i> as your browser in order to complete the online application.)</p> <p>a. Complete the online employment application by visiting http://www.polk-fl.net/employment/onlineapplication.htm.</p> <p>b. Record your assigned <u>Applicant Reference ID#</u> in a safe <i>and</i> accessible place.</p>						
3	<p>View and apply for available positions using the <i>Job Browser</i> located within your employment application. (You will be notified through the <i>automated registration system</i> of your interview status.)</p>						

The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, disability, genetic information or other basis prohibited by law in any of its programs, services, activities or employment. To file concerns, you may contact the Office of Equity & Compliance in the Human Resource Services Division at (863) 534-0513. If you require any type of accommodation to complete the application process due to a disability, please call the Human Resource Services Division at (863) 534-0513. If you are deaf or hard of hearing, please contact the Polk County School District by calling Florida Relay Service at 1-800-955-8771.