



How to apply for a position with Preschool Programs Paraeducator – Prekindergarten



This is a Non-instructional Para-educator position.

Requirement:

- 60 college credits (official transcript REQUIRED)
or
- Para Pro exam with a passing score of 464 or higher
Link to Para Pro assessment information <http://www.polk-fl.net/employment/> then click “Non-Instructional” scroll down to ParaPro Assessment

Experience:

- Physically able to support preschool classroom activities,
- Some clerical computer skills
- Prefer Early Childhood experience

Steps to apply for a PreK Para position:

1. Complete Polk County Schools Online Applicant Registration System (ARS) located at: <http://www.polk-fl.net/employment/onlineapplication.htm>
2. Using the Online Applicant Registration System (ARS), apply for the *Non-Instructional* position in which you are interested. If there is more than one, apply for each position individually. View at: <http://www.polk-fl.net/employment/noninstructional.asp> (Scroll down the page to view Para-Educator position vacancies.)
3. If you are a current district employee: in addition to steps 1 and 2, complete the PCS **Transfer Request Form** available online <http://www.polk-fl.net/employment/>. Click “Non-Instructional” scroll down to transfer process.