

GUIDELINES FOR APPLICATION PROCESS

CLERICAL/SECRETARIAL/CLASSROOM AIDE/NURSE'S AIDE

Items necessary to process an application from individuals seeking employment in one of the positions above are:

- A completed Abilene ISD on-line application.
- A permission form to conduct a criminal history background check. [Click Here](#) to download the form. Fax (325)794-1320 the completed form to Abilene ISD Personnel Office or attach it to your on-line application.
- A minimum of 4 professional references must be completed on the on-line application.
- An official copy of any specific certification of training, etc. for the position being applied for by the individual, i.e. Level 1, 2, or 3 Aide certificate issued by the Texas State Board for Educator Certification, LVN license, etc. must be submitted prior to any offer of employment.
- In addition to any certificate requirements, an employee in one of these categories must meet the requirements of the Federal "No Child Left Behind Act of 2002." [NCLB] This legislation requires that employees in these categories must be highly qualified for their positions. In order to be considered as highly qualified, the applicant must be able to document the following:
 - successful completion of 48 hours of post secondary education from an accredited community college, junior college, or four year institution of higher learning or,
 - hold a minimum of an associates degree from an accredited post secondary institution of higher learning or,
 - have taken and passed the Education Service Center, Region 14, paraprofessional academy and examinations.
- Upon employment, any applicant for this type of position MUST apply to the Texas State Board for Educator Certification to the Texas State Board for Educator Certification [SBEC] for the appropriate certificate for the type of position for which the applicant has been employed. This process must be completed within 30 days of the applicant's initial employment. At the present time there is a fee for the issuance of such a certificate plus a fee for a national fingerprint check. The form for the national fingerprint check is available on-line through the State Board for Educator Certification. You may contact SBEC using the following information:

State Board for Educator Certification
1701 North Congress Ave.
5th Floor
Austin, TX 78701-1494
Telephone - [512] 935-8402
Telephone Support/Help Center – [800] 863-5880
FAX – [512] 936-8277
Web Site – www.sbec.state.tx.us

The Abilene ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, military status, or on any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.