



**Scotts Valley Unified School District**  
 4444 Scotts Valley Drive, Suite 5B  
 Scotts Valley, CA 95066  
 Human Resources (831) 438-1822 Job Hotline (831) 438-0787  
 www.svusd.santacruz.k12.ca.us

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## Classified Employment Application

Last Name	First	Middle	Date
Street Address			Home Phone
City, State, Zip			Business Phone
Email Address			Cellular Phone

**Please Indicate Position(s) Which You Would Like To Be Considered \*:**

Position	Full Time	Part Time	F/T or P/T	Willing to Begin as a Substitute Employee

**\*If you are applying for a paraprofessional position (i.e., Instructional Aide), Under the Federal No Child Left Behind Act (NCLB) of 2001, paraprofessionals must have 2 years of college (48 semester units) or an Associate Degree (or higher). Please include a copy of degree or transcripts.**

### 1. Educational Background

High School/College(s) Attended and Address	Did you graduate?	Major	Degree/GED

### 2. Skills For This Position (Complete this section where applicable)

<input type="checkbox"/> Typing/Keyboarding: ___ wpm <input type="checkbox"/> 10 Key by Touch Data Entry <input type="checkbox"/> Navigating Internet/Email	Computer Skills: <input type="checkbox"/> Macintosh <input type="checkbox"/> Windows <input type="checkbox"/> Other Software Programs: <input type="checkbox"/> Microsoft Word <input type="checkbox"/> Microsoft Excel <input type="checkbox"/> Word Perfect <input type="checkbox"/> Other
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### 3. Employment History (Begin with the most recent employer)

Employer	Position/Title	From:	To:	Name/Phone # of Supervisor

**4. General Information:**

If employed, can you provide proof of U.S. Citizenship? ____ Yes ____ No
Valid California Driver's License # _____ Circle Type: A B C Expiration Date: _____
School Bus Driver's Certificate # _____
Multilingual: ____ Yes ____ No If yes, list languages:
** Have you ever been convicted for anything other than a minor traffic violation? ____ Yes ____ No (A conviction will not necessarily bar you from employment)
** If yes, please explain in writing on a separate sheet of paper

**5. Other information which you feel is appropriate for this position:**


**6. References** (Please list three references that we may contact who have first hand knowledge of your work experience. Do not list persons related to you).

Name	Position/Title	Telephone Number

I am available for employment on this date: \_\_\_\_\_

I hereby certify that all statements made hereon are true and correct to the best of my knowledge and authorize investigation of all statements herein recorded. I release from all liability persons and organizations reporting information required by this application.

**THIS APPLICATION AND ALL DOCUMENTS SUBMITTED BECOME PROPERTY OF SCOTTS VALLEY UNIFIED SCHOOL DISTRICT.**

\_\_\_\_\_  
Signature of Applicant \_\_\_\_\_  
Date

**TO COMPLETE YOUR APPLICATION PROCESS, PLEASE PROVIDE THE FOLLOWING:**

1.	Scotts Valley Unified School District Classified Job Application
2.	Resume ( <b>NOT</b> to be submitted in lieu of an application)
3.	Three <b>current</b> letters of recommendation
4.	If applying for paraprofessional position, please include copy of degree or transcripts (see page 1).

**FAXED APPLICATIONS WILL NOT BE ACCEPTED**

**NOTICE TO ALL APPLICANTS**

The Scotts Valley Unified School District complies with the rules and regulations contained in Title VII of the Civil Rights Act of 1964, Title II of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, respectively. The Scotts Valley Unified School District wishes to inform all individual and organizations that the District does not discriminate on the basis of sex, race, color, religious creed, national origin, ancestry, age over 40, marital status, pregnancy, physical or mental ability, medical condition, Vietnam era veteran status, actual or perceived sexual orientation, or any other reason prohibited by State and Federal law.

**California Department of Education  
Office of Title I Program Planning and Accountability  
NCLB Requirements for Title I Paraprofessionals**

The No Child Left Behind Act of 2001 requires local education agencies (LEAs) to ensure that paraprofessionals employed in programs supported with Title I, Part A funds, shall have:

Completed at least two years of study at an institution of higher education, or obtained an associate's (or higher) degree.

The California State Board of Education has determined that, for purposes of these requirements, "two years of study" is defined as 48 semester units and that the type of coursework for completion of those units is determined locally.

***Frequently Asked Questions***

**1. Who is a paraprofessional?**

A paraprofessional is a non-certified instructional staff person who does not hold the position of teacher, but assists in the classroom under the guidance of a teacher. Sometimes paraprofessionals are called teacher aides or instructional aides. The duties of paraprofessionals may include the following:

- Providing one-on-one or small group tutoring for students
- Assisting with classroom management
- Providing instructional assistance in a computer lab
- Conducting parental involvement activities
- Providing instructional support in the library or media center
- Acting as a translator
- Providing instructional support to a student under the direct supervision of a teacher

**2. What is Title I, Part A?**

This program provides financial assistance through SEAs (State Educational Agencies) to LEAs and (Local Educational Agencies). Schools must focus Title I services on children who are failing, or most at risk of failing, to meet state academic standards. In a school wide program, Title I, Part A funds are used to support programs and services for all students, not only designated high-poverty, low-achieving students. In a school wide, Title I school, any student enrolled in the school is a "Title I student". This also means that all instructional staff working with Title I students must meet NCLB requirements for highly qualified teachers and paraprofessionals.

**3. What are the requirements for paraprofessionals under the NCLB legislation?**

Paraprofessionals in Title I federal programs will have to meet higher standards. These standards include one of the following:

- Completion of two years of study at an institution of higher learning
- An associate's (or higher) degree

**4. If an aide performs instructional duties for part of the day and clerical duties for the other part of the day must that aide meet the NCLB requirements for paraprofessionals?**

Yes. If an aide performs instructional duties during any portion of the day for which he/she is paid in whole or in part with Title I funds, he/she must meet the NCLB requirements for paraprofessionals.

**5. Are any paraprofessionals exempt from the NCLB requirements?**

Yes. Paraprofessionals who perform the following duties on a **full-time basis** are exempt:

- Conduct parental involvement activities
- Provide personal care services
- Act as translator
- Serve as a cafeteria or bus aide
- Serve in a clerical capacity