

## **SCHOOL AIDE AND FAMILY WORKER APPLICATIONS**

The Division of Human Resources is no longer accepting applications for the positions of school aide or family worker. Candidates interested in these positions are encouraged to apply directly to schools in which they want to work. School information is available at [schools.nyc.gov](http://schools.nyc.gov). At this time, a hiring freeze on these positions is in effect and expected to be in effect until the end of October, 2008.

## **SUBSTITUTE AND FULL TIME PARAPROFESSIONAL POSITIONS**

At this time, a hiring freeze on these positions is in effect and expected to remain in effect until the end of October, 2008. In order to become a full time paraprofessional, one must first become a substitute paraprofessional. The Division of Human Resources conducts screening and interview events at various times throughout the year. In order to participate in these events, interested candidates must apply online at [schools.nyc.gov](http://schools.nyc.gov) when applications are once again being accepted.

In order to gain priority consideration for attendance at these events, potential employees are required to take and pass the New York State Assistant Teacher's Examination (ATAS) and apply for New York State Certification as an Assistant Teacher. Other pre-employment requirements include the successful completion of the two required New York State workshops (Child Abuse Identification and Violence Prevention). Information about these requirements is available at [www.highered.nysed.gov/tcert](http://www.highered.nysed.gov/tcert).

At these events, information is given regarding employment opportunities, requirements, and expectations. Selected candidates are interviewed for oral English skills and are also required to take a short written examination to assess written English skills. If the candidate successfully passes these two components, s/he is processed for the position as a substitute paraprofessional.

Full time employment as a paraprofessional may commence after at least 25 days of employment as a substitute AND with a firm job offer from a principal with a budgeted vacancy.

## **Requirements for School Aides**

- Nomination by a school (budgeted vacancy)
- Completed Application
- No education or experience requirements
- Medical form stamped and signed by doctor
- Cleared fingerprints

## **Requirements for DC-37 Family Worker / Sub School Aides**

- Nomination by a school (budgeted vacancy)
- Completed Application
- No education or experience requirements
- Medical form stamped and signed by doctor
- Cleared fingerprints

## **Requirements for Substitute Paraprofessionals**

- Completed online application
- Pass a written exam and oral interview (participate in a screening and interview event)
- Medical form stamped and signed by doctor
- Proof of education (HS Diploma, Associate Degree, Bachelor Degree etc. or Official letter from HS indication graduation information)
- Cleared fingerprints

## **Requirements for Full Time UFT Paraprofessionals**

- Served at least 25 days as a substitute paraprofessional
- Completed Application
- Passed the NYATAS Examination
- Obtain state certification as a Teaching Assistant
- Child Abuse Identification Workshop
- Violence Prevention Workshop
- Nomination by a school (budgeted vacancy)
- 9 education credits obtained within the first three years of employment

