NCKSEC Special Education Paraeducator Request and Intake

Complete this form and email it to <u>wtopel@ncksec.net</u> or fax it ATTN: Wes to 785-543-6654 in order to make changes to a current paraeducator assignment or to request a new paraeducator work agreement (replacement or new position). The information will be taken to the NCKSEC Board of Directors for action. If approved the NCKSEC will notify the building administrator and contact the new paraeducator to schedule orientation training. **Date**

Check One: Assignment Change Replacement Para New Position				
Complete this section for all Para Requests (Assignment Changes, Replacement and New Position)				
Para				
Name			Building	
Supervising		Start	Houro	Deve per
Supervising Teacher		Start Date	per day	Days per
Comments: (if this is a replacement, please identify the paraeducator he/she is replacing)				
This Section Dequired for Deplesement and New Desitions				
This Section Required for Replacement and New Positions Suggested Wage per hour based upon the NCKSEC Paraeducator Entry Wage Chart				
Suggested wage per nour based upon the NONSEOT aracultator Entry wage chart				
Years of Experience or Number of College Hours = \$				
Phone Number for New Para				
This Octation Density of ConNew Desitions				
This Section Required for New Positions *If a position is vacant for more than 30 school days it will be considered a new position.				
Justification for New Position:				
Time	Assignment	Daily Schedule:	Assignr	nont
	Assignment	TIME	Assiyili	
	agented starting wage based up			

* I have determine a suggested starting wage based upon the current entry wage chart. <u>I have attached a signed background</u> check authorization form.