Job Application Competition

Contest Purpose
The purpose of the job application competition is to provide students the opportunity to develop cover letter and resume writing skills as well as interviewing skills for future teaching positions. In this competition, entrants apply for a position as a paraprofessional (job description can be found below). This includes submitting a cover letter explaining why the entrant is a good candidate for the position as well as submitting a resume that details relevant work, volunteer and educational experiences.

Eligibility for Entry
A. Entries are individual.
B. The registration deadline for the Job Application Competition is October 8, 2015.
C. Resume and cover letter must be emailed to kcothran1@murraystate.edu by October 16, 2015.
D. Entrants must be present at the Regional Conference.

Guidelines
A. Entrants will apply for the following teaching assistant position: Paraprofessional (job description can be found below).
B. The cover letter must identify the position for which they are applying. It should complement, not duplicate, the resume and explain the reasons for the entrant’s interest in the position and school. The letter should identify his/her most relevant skills and experience and express a high level of interest and knowledge about the position. The cover letter must follow a standard cover letter format. The cover letter should be typed in English and is not to exceed one page.
C. The resume may follow a standard resume format. The resume should be typed and in English. It should not exceed two pages. The resume should include at least two references.
D. All information in the cover letter and resume must be truthful.
E. The interview will last for approximately 15 minutes. All contestants will be asked similar interview questions by a panel of judges acting as the district’s hiring committee.

Judging and Scoring
A. The judges’ decisions are final.
B. Judges’ comments will be provided to the student at the conclusion of the conference.
C. Scoring is based on the Essay Competition rubric.
Position: Paraprofessional
Application Deadline: March 16, 2015
Starting Date: Aug. 1, 2015

Job Description
Title: Paraprofessional

Qualifications
1. Have a high school diploma or equivalent at start of employment. (Note: You do not need to already possess a high school diploma to participate in this competition, but be sure to indicate in your materials when you expect to receive the diploma.
2. Proficiency in reading, writing, and speaking the English language.
3. Have authorization to work in the USA.
4. Have a clear record of service from your prior employers, if any.

Kelly Independent School District is seeking paraprofessionals for the coming school year. Paraprofessionals are teaching assistants who provide instructional services to students under the general supervision of a certified teacher. In New York City, most paraprofessionals work in special education and early childhood education settings. Full-time paraprofessionals receive a generous benefits package (healthcare, paid leave, pension, etc.) and may avail themselves to opportunities such as tuition assistance and paid release time for college study. Full-time employees are also entitled to a salary above the minimum ($21,713), based upon college credits and/or related work experience. For example, the starting salary for a paraprofessional with 45 college credits and no experience is currently $26,343.

Performance Responsibilities
The role of the paraprofessional is to assist teachers with class work and/or assist with the daily care of students with emotional, cognitive, physical handicaps, autism and other special needs. Their responsibilities may include, but are not limited to, the following tasks:

1. One-on-one or small group instruction as outlined by the teacher
2. Reinforcing behavior through the use of positive behavior support
3. Teaching daily living skills such as independent feeding, dressing, toileting
4. Aiding occupational therapists, physical therapists, speech teachers and adaptive physical education providers during instruction
5. Guiding and assisting students in small group instruction settings with class routines and in transitioning from one activity to the next
6. Teaching students, under direction of teacher, in the following areas: recreation, motor, vocational, socialization and communication, utilizing the workshop model in literacy and mathematics
7. Assisting students with ambulation within the school premises and on class trips
8. Lifting, feeding, toileting and diapering after receiving appropriate training
9. Collecting data documenting student behavior for instructional purposes
10. Writing anecdotal information concerning student behavior
11. Providing language assistance for bilingual students

Position Type: Part-time or Full Time
Positions Available: 10
# Judge’s Job Application Competition Rubric

Student/School: ____________________________________________________________

Points awarded may range between zero and the maximum number indicated.

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resume: Organized &amp; Clear</td>
<td>All aspects are organized and clearly understandable. All vital information is included and clearly marked.</td>
<td>10</td>
</tr>
<tr>
<td>Resume Strength</td>
<td>Reflects outstanding professional caliber credentials and accomplishments. Complements cover letter without being redundant.</td>
<td>10</td>
</tr>
<tr>
<td>Resume Mechanics</td>
<td>Reflects a professional-quality document. Contains no errors in mechanics.</td>
<td>10</td>
</tr>
<tr>
<td>Cover Letter: Organized &amp; Clear</td>
<td>Reflects professional caliber of organization and clarity in expressing interest in the position and providing evidence for the contestant’s qualifications.</td>
<td>10</td>
</tr>
<tr>
<td>Cover Letter Strength</td>
<td>Makes an overwhelming case for the contestant’s qualifications for the position. Complements resume without being redundant.</td>
<td>10</td>
</tr>
<tr>
<td>Cover Letter Mechanics</td>
<td>Reflects a professional-quality document. Contains no errors in mechanics.</td>
<td>10</td>
</tr>
<tr>
<td>Interview: Knowledge and Understanding of Position</td>
<td>Demonstrates deep knowledge and understanding of the position. Creates a very compelling case for why he/she is an excellent fit for the position.</td>
<td>10</td>
</tr>
<tr>
<td>Interview: Depth of Responses</td>
<td>Provides consistently specific, logical, comprehensive, on-topic responses. Frequently cites examples or evidence to support position.</td>
<td>10</td>
</tr>
<tr>
<td>Interview: Professional Demeanor</td>
<td>Reflects professional caliber body language, dress, speech, sincerity, and confidence.</td>
<td>10</td>
</tr>
<tr>
<td>Overall Impact &amp; Persuasiveness</td>
<td>Reflects a highly-qualified candidate who is well-prepared to excel in the position.</td>
<td>10</td>
</tr>
</tbody>
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**TOTAL SCORE** 100 ___

Judge’s Comments:

Judge’s Signature ____________________________ Date __________________