

PARAEDUCATOR INSERT QUESTIONS

(To be attached to Classified Application Form)



Name: _____ Date: _____
(Last) (First) (Middle)

TECHNOLOGY TRAINING and EXPERIENCE

TYPING/KEYBOARDING: _____ WPM 10-KEY: _____ SPM

Please check all boxes that correspond to your training and/or expertise

File Management

- I save and retrieve files to and from local and network drives.
- I create my own folders to keep files organized and know how to identify the date and size of each file and folder.
- I know how to move, copy, and organize files in folders and use search techniques to find files.
- Other _____

Word Processing

Program(s) used: _____

- I use a word processing program for basic writing tasks.
- I use written communication tools such as memos and worksheets. I edit, modify format, and use spell-check.
- I incorporate tables in my *Word* documents, use bulleted and numbered lists, format page numbers and notes, use Headers/Footers, and other editing tools such as Find/Replace, etc.
- Other _____

Desktop Publishing

Program(s) used: _____

- I use word processing to publish signs, flyers, and handouts.
- I use desktop publishing programs (i.e. *Publisher*), utilizing templates and wizards to create documents.
- I create original publications, combining design elements such as columns, clip art, photo images, tables, word art and captions, with appropriate citation of sources.
- I develop, modify, and print digital photographs.
- Other _____

Database

Program(s) used: _____

- I use a database program (i.e. *Access*) to enter information and look up existing data.
- I run reports and queries and merge documents into *Word* and *Excel*.
- I use *Follett* software to manage book/video/periodical activity in a library setting.
- Other _____

E-Mail/Internet

- I send and forward e-mail regularly and use appropriate e-mail etiquette, including subject line.
- I use the internet to search for information and conduct in-depth research on a variety of topics.
- Other _____

Presentations

Program(s) used: _____

- I use presentation software (i.e. *Powerpoint*) to create and present information.
- Other _____

EXPERIENCE WORKING WITH CHILDREN (You may include volunteer work)			
Organization Name & Address	Dates	Position Title	No. of Children

Please describe any specific training or experience you have relating to the position(s) you are applying for, including your experience working with children who have sensory, mental, physical, or learning disabilities:

Please describe any training or experience you have providing assistance for health care needs, including but not limited to: Toileting, personal hygiene, tube feeding, catheter maintenance, and mobility assistance (including wheelchairs):

(Please attach separate sheet if needed)

APPLICANT SIGNATURE _____

EQUAL OPPORTUNITY EMPLOYER

Bellingham School District is an equal opportunity employer. The District does not discriminate on the basis of race, religion, creed, national origin, age, sex or disability. The District has implemented an affirmative action program and encourages qualified women and minority applicants to apply.