



# Ben Hill County 21<sup>st</sup> CCLC Afterschool Program

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## Ben Hill County 21<sup>st</sup> CCLC After-School Program

Start Date Moni, **Sept 15 , 2025**

Please return to [Timothy Hunt](#)  
Ben Hill Middle School

**For more information:** Jaquetta Brown: [jaquetta.brown@benhillschools.org](mailto:jaquetta.brown@benhillschools.org)  
Timothy Hunt: [timothy.hunt@benhillschools.org](mailto:timothy.hunt@benhillschools.org)  
Becky Gay: [beckygay@outlook.com](mailto:beckygay@outlook.com)

Please consider me as an applicant for one of the following positions:

### BEN HILL COUNTY 21ST CCLC After School Program

Teacher

Paraprofessional

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ E-mail Address \_\_\_\_\_

Education: Circle One: College Experience

If a college graduate, name the college from which you obtained your degree(s) and name the degree(s) \_\_\_\_\_  
\_\_\_\_\_

Name the where you work and job position: \_\_\_\_\_  
\_\_\_\_\_

Name references (not related to you). (This should be an employer or supervisor):

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Emergency contact and number:**

Name: \_\_\_\_\_ Number \_\_\_\_\_

Name: \_\_\_\_\_ Number \_\_\_\_\_

**All of the following questions must be answered yes or no. If any question is answered “yes”, an explanation may be attached. Please exclude events prior to your sixteenth birthday.**

*Have you ever been discharged from any position or the armed forces for unprofessional conduct?*

\_\_\_\_\_ Yes \_\_\_\_\_ No

*Have you ever had a teaching credential denied, revoked, or suspended in any state?*

\_\_\_\_\_ Yes \_\_\_\_\_ No

*Have you ever been convicted of a misdemeanor other than a minor traffic offense?*

\_\_\_\_\_ Yes \_\_\_\_\_ No

*Have you ever been convicted of a felony?* \_\_\_\_\_ Yes \_\_\_\_\_ No

**Describe your classroom management skills:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Give an example:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**On a scale of one to ten (ten being the highest) how would you rate your ability to communicate with parents/others? \_\_\_\_\_**

**On a scale of one to ten (ten being the highest) how would you rate your ability to be a positive influence when working with your peers? \_\_\_\_\_**

**ATTACH RESUME WITH APPLICATION & ( Sample current Lesson Plan if applying for a Teacher position)**

**Personal Affirmation to be completed by all applicants:** Knowing that false statements made in this application may constitute sufficient grounds to revoke or deny employment, I affirm that to the best of my knowledge all information is true and correct. I also understand that a criminal records background check will be conducted if I am hired and if the results indicate I have been convicted of a felony, I will be terminated immediately.

\_\_\_\_\_  
Legal Signature

\_\_\_\_\_  
Date

## **Employment Description and expectations**

### **Teachers**

- a. Conduct classes centering on ELA and math skills and standards
- b. Assist students in completing their homework as required.
- c. Maintain classroom discipline in accordance with school policies.
- d. Work closely with classroom teachers to identify problem areas
- e. Checks attendance and discipline data on students to determine areas that need for the classroom.
- f. Works with students on specific study tasks such as tests and projects assigned by their teachers.
- g. Counsel students individually as required and provide a written record to the director.
- h. Work closely with parents with attendance, grades, and behavior.
- i. Assume other duties as assigned by the Program Director and/or Site Coordinator

### **Paraprofessionals**

- a. Serve as role models for all students enrolled in the program.
- b. Responsible for assigned students during free play and snack time.
- c. Implements the planned curriculum with an assigned group of students.
- d. Accompany students to activity centers and field trips.
- e. Help with homework and remediation when needed.
- f. Assist with classroom activities as needed and directed by the classroom teacher.
- g. Maintain attendance roster on a daily basis.
- h. Disseminates information to their assigned group of students as required by the teacher/site coordinator.
- i. Help to ensure that all facilities and equipment used are left secured, clean and in order after each activity.
- j. Counsels students as required and provide a written record to the director.
- k. Performs other duties as assigned by the Program Director and/or Site Coordinator.