



The Hurricane Haven

Ben Hill County 21st CCLC Afterschool Program

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Ben Hill County 21st CCLC After-School Program

Please email to
Jaquetta Brown
Ben Hill County Board of Education
and
Cassandra Wynn
Ben Hill Elementary School

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Cassandra Wynn: cassandra.wynn@benhillschools.org
Becky Gay: 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? Rate

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? Rate

ATTACH RESUME WITH APPLICATION

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.

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.