NCKSEC Special Education Para Request and Intake

Complete this form and email it to wtopel@ruraltel.net or fax it to 785-543-6654 attn: Wes to make changes to a para assignment or request a para contract (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 para to schedule a training day in Glade.

Date _____

Check One: ☐ **Assignment Change** ☐ **Replacement Para** ☐ **New Position**

Complete this section for all Para Requests (Assignment Changes, Replacement and New Position)

Para Name _____ USD _____ Building _____

Supervising Teacher _____ Start Date _____ Hours per day _____ Days per week _____

Comments: (if this is a replacement, please identify the para he/she is replacing)

This Section Required for Replacement and New Positions

Suggested Wage per hour based upon the NCKSEC Paraeducator Entry Wage Chart (only required for Replacement or New Position): $ _____

SSN _____ Date of Birth _____

Address: _____ Phone: _____

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: _____

Daily Schedule:

Time	Assignment	Time	Assignment

Building Principal Signature Date

Superintendent Signature Date