

**PARAEDUCATOR AND  
SECRETARY/CLERICAL  
APPLICANTS**

Substitutes Needed!

We are able to offer you immediate employment as a Substitute Paraeducator or as a Substitute Secretary (**minimum education requirement High School Diploma or GED Certificate**).

NOTE: As a condition of employment you will be required to submit a copy of your High School Diploma or GED Certificate and any college transcripts that you may have.

While not guaranteed a set amount of hours or entitled to any benefits, substitutes often work on a daily basis and establish valuable contacts, which often lead to permanent employment with the District.

If you would be interested in a substitute position, you will need to obtain a Tuberculin Skin Test and Physical Exam. Please stop by the **Substitute Station in Room B3** of the **Ambrose Building** (behind the Central Office Building at 701 E. Main Street) to obtain a physical authorization form. The TB skin test/Physical exam are performed at our expense.

You will also be required to complete a fingerprint card prior to employment. **The fingerprint card will cost \$20.00 (personal check or money order ONLY)**. **You will need to have the \$20.00 for the fingerprints AND a copy of your HS Diploma or GED certificate and Transcripts (if applicable) when you come to the office to pick up the paperwork to get your TB skin test and Physical Exam.**

Secretary/Clerical Applicants:

You can view current posted vacancies for Secretary/Clerical positions on our web site at [www.fcps.net/jobs](http://www.fcps.net/jobs). **All Secretary/Clerical applicants are required to take a Microsoft Excel and Word skills test.** The test is given daily in the Application Center, room 101 of the Ambrose Building. Applicants applying for a position that requires Bookkeeping are required to successfully complete a Bookkeeping assessment.

Paraeducator Applicants:

In order to be eligible for long-term substitute Paraeducator assignments or a permanent Paraeducator position you must meet the following educational requirements:

***Minimum 48 college credit hours or completion of an Associates Degree or successful completion of the Kentucky Paraeducator Assessment and experience working with youth in an organized setting.***

Information regarding the Kentucky Paraeducator Assessment is available at the Classified Personnel Office – Ambrose Building, Room 104.