
Full-time and Substitute Secretary, Custodian, Lunch Program

Fill out the appropriate application and return it to Dr. Michelle Lee, Superintendent at 320 West Main Street, Ottawa IL 61350.

Lunch Program/Crossing Guards Lunch program applications will be sent to our Nutrition Director, Vicki McConnell. She will help guide you through getting your Food Handlers Certificate, you will also need a 1-step TB test (working around food). Crossing Guard applications will be sent to each principal,

Secretary If hired, you will need to pass a fingerprint background check.

Custodian Applications will be sent to our Maintenance Director, Marc Tabor. If hired, you will need to pass a fingerprint background check.

****All Board Hired Personnel will need to pass a fingerprint background check, physical, and 1-step TB test****

Transportation

Bus Drivers Driving Applications will be sent to Steve Stohr, Transportation Director. If you have any questions please contact him at 815.433.2315.

Qualifications:

*Be Age 21 or Older

*Possess or obtain a properly classified driver's license issued by the Illinois Secretary of State (Paid Training is available)

*Successfully pass a written Passenger Endorsement (P) and a written School Bus Endorsement (S) exam administered by the Secretary of State

*Successfully pass a skills/drive test in a yellow school bus of the proper class for which the driver will be using the Passenger and School Bus Endorsements.

*Pass a fingerprint background check

*Pass a DOT Physical

*1 Step TB Test

Bus Monitors Monitor Applications will be given to the Transportation Department. If you have any questions please contact her at 815.433.2315.

All Substitute and Hired applicants must pass a fingerprint background check, physical, and 1-step TB test.

Teaching Position, please fill out the attached application and return it to Dr. Michelle Lee, Superintendent at 320 West Main Street, Ottawa IL 61350. Please include a Cover Letter and Resume, a copy of transcripts, and credentials (originals will be required if you are hired).

****All Board Hired Personnel will need to pass a fingerprint background check, physical, and 1-step TB test****

Substitute Teaching Position Follow the link below. After you have completed the following steps through the ROE, please come to our office at 320 West Main and fill out all of the paperwork required for our District. You must bring to our office your Sub Authorization Form (From the ROE) your Driver's License and your Social Security Card. (We cannot accept a passport)

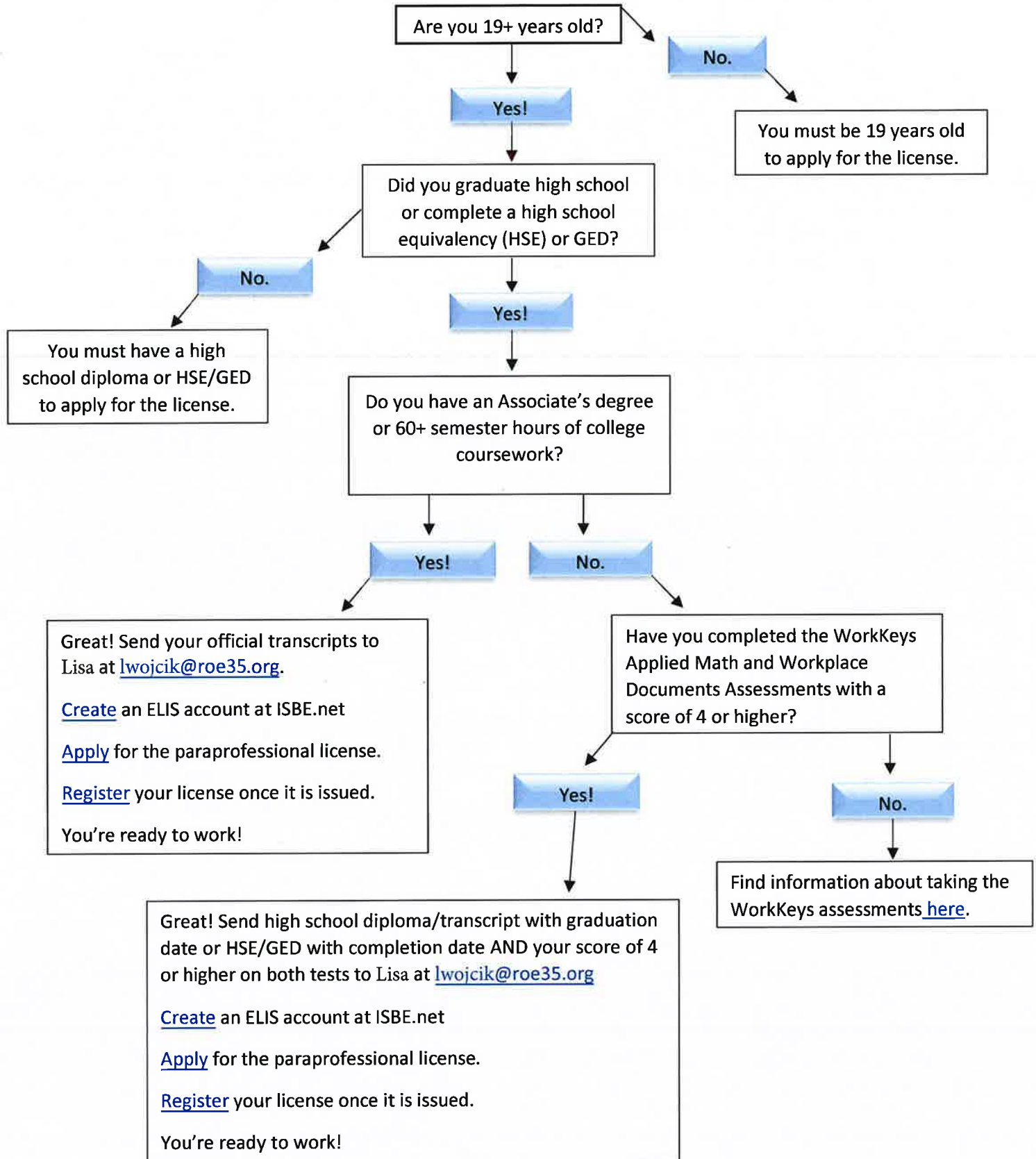
<https://www.roe35.org/substituteteacher>

If you have any questions, please feel free to contact the Regional Office of Education at 815.434.0780

Paraprofessional Please contact the Regional Office of Education at 815.434.0780 or go to their website at <https://www.roe35.org/paraprofessional> to start the application process for receiving your paraprofessional license. Attached is a flowchart. After you receive your certificate, please fill out an application for our district and return it to Dr. Michelle Lee, Superintendent at 320 West Main Street, Ottawa IL 61350.

****All Board Hired Personnel will need to pass a fingerprint background check, physical, and 1-step TB test****

How Do I Apply for a Paraprofessional License?



Substitute Paraprofessional

First Step:

To qualify you will need a HS transcript or diploma showing the graduation date. This would give you 3 years to take and pass the WorkKeys Assessments or complete 60 college credit hours in which you would then apply for the full Paraprofessional license.

To apply for the Short-Term Approval- Paraprofessional:

- Create your ELIS account <https://apps.isbe.net/iwasnet/login.aspx> (once you have done this step please email Lisa Wojcik lwojcik@roe35.org at the ROE your IEIN number and your HS transcript/diploma)
- Click Continue
- Click Apply for a credential
- Click Approval
- Click Short-Term Approval- Paraprofessional
- Submit a \$50 application payment
- Register license

Do not apply for the license until Lisa Wojcik has received and uploaded your proof of HS graduation.

SHORT-TERM APPROVAL FOR PARAPROFESSIONALS

Approval Type	Requirements
Short-Term Approval for Paraprofessionals Valid: 3 fiscal years Renewable: No *While working on the approval, educator must be fulfilling requirements for the full license.	<ul style="list-style-type: none"> ▪ High school diploma or its equivalent

Second Step: Fill out the Paraprofessional Application, attach your Short Term Approval or your Paraprofessional License and return it to Dr. Michelle Lee, Superintendent at 320 West Main Street, Ottawa IL 61350. We will, in turn, have you fill out our paperwork to work in our district. You must be able to pass a fingerprint background check.

****All Board Hired Personnel will need to pass a fingerprint background check, physical, and 1-step TB test****
