

Support Staff

Support staff positions include:

- Clerical
- Custodial
- Bus Drivers
- Maintenance
- Security Guards
- Cafeteria Staff
- Instructional Assistants

Support Staff applications may require one or more of the following items.

Please refer to the job description for specific requirements:

- Resume
- (3) Letters of Reference
- Copy of High School Diploma
- Copy of Fingerprint Clearance Card (front & back side)
- Fingerprinting

All classified employees hired by the Tolleson Union High School District are fingerprinted as a condition of employment. The cost for fingerprints is \$29.00 and is automatically deducted from the employee's paycheck. All employees are considered conditional employees until the fingerprint report is received and cleared through the Department of Public Safety.

Background Check

The Tolleson Union High School District pays for a background check screening for ALL employees. As a condition of employment, employees must sign an authorization form to conduct the background check screening. The Human Resources office will arrange to give the form to recommended candidates for hire.

Testing

All clerical positions and other specified positions require passing score of 75% or better on District Basic Skills Test. The components of the test include grammar, comprehension and basic math. Candidates recommended for employment will be contacted by the Human Resources office for a testing appointment. The test is multiple choice and pencil based.

Paraprofessional/Instructional Assistant I Requirements

The No Child Left Behind Act (NCLB) requires all paraprofessionals (Instructional Assistants I) to meet certain federal requirements for employment. According to federal guidance, an instructional assistant /paraprofessional is required to meet one of the following requirements:

- An Associate's degree or 60 semester hours of coursework documented on an official transcript from an accredited institution of higher education; or
- Meet a rigorous standard of quality as demonstrated through the passage of a formal state assessment listed below:
- Para Pro - Passing score of 459 or higher

Candidates recommended for hire as an Instructional Assistant can take the Para Pro Assessment in the TUHSD Human Resources office. The cost of the test is \$40 and is paid for by the employee. The test is computer based with a lapsed time of 2 ½ hours. Human Resources will contact candidates recommended for hire, for a testing appointment if necessary.

