



EDINBURG CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

P.O. Box 990

Edinburg, Texas 78540

Phone: (956) 289-2300 Fax: (956) 383-3576



## PARAPROFESSIONAL EMPLOYMENT PROCEDURES

1. Complete an application online at [www.ecisd.us](http://www.ecisd.us)  
Edinburg CISD employees apply as an Internal Applicant.  
External Applicants are required to upload the following:
  - Copy of high school diploma or high school transcript or GED.
  - If applicable official transcript from University.
  - If applicable last 2 years of evaluation forms.
  - One recommendation form must be received from your previous principal or supervisor. At least two other references should be from other supervisors, educators, or someone knowledgeable about applicant's work experience. Do not use family/friends as references.
  - Resume
2. When a vacancy occurs, it will be posted. Paraprofessional vacancies may be advertised as needed.
3. Interviews will be scheduled and conducted by the Principal and SBDM members or Department Head. No offers of employment can be made by any principal or dept. head. The Board of Trustees has final approval.
4. Campus and/or department will submit to Personnel Office the top candidate(s) for the position.
5. Upon Superintendent's approval, he/she will make a recommendation to the Board at the next Board Meeting.
6. Upon Board approval, the employee is notified by the Personnel Dept. and a starting date is established.
7. Applications are kept active for only 6 months.

The District may obtain criminal history record information that relates to a person the District intends to employ.

The district designates the following person to coordinate its efforts to comply with Title II, or the Americans with Disabilities Act of 1990, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973:

Name/Nombre: Robert Saenz  
Position/Título: Maintenance Director  
Address/Dirección: 1305 East Schunior, Edinburg, Texas 78541  
Telephone/Teléfono: (956) 289-2300

The district designates the following person to coordinate its efforts to comply with Section 504 of the Vocational Rehabilitation Act of 1973:

Name/Nombre: Janie Fong  
Position/Título: Coordinator of Guidance Services/Drug Intervention Programs  
Address/Dirección: 411 North Avenue, Edinburg, Texas 78541  
Telephone/Teléfono: (956) 289-2300 ext. 2024

The district designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended, and is designed to hear complaints or concerns related to Title IX for Personnel and students:

Name/Nombre: Robert Viña, Jr.  
Position/Título: Coordinator of Personnel/Legal Issues  
Address/Dirección: 411 North 8<sup>th</sup> Avenue, Edinburg, Texas 78541  
Telephone/Teléfono: (956) 289-2300

ECISD IS AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of Edinburg CISD not to discriminate on the basis of sex, age, handicap, religion, race, color, or national origin in its' educational programs.  
Es póliza del Distrito Escolar de Edinburg el no discriminar por razones con base en sexo, edad, religión, raza, color origen nacional, ni discapacidad dentro de sus programas educacionales.

10/2016