

Job Application

Position: Reach Associate

Position Overview

| Role | Reach Associate |
|---|---|
| Reach | Assists TRT & MCL teams |
| Pay Supplement (Title I/Other Schools) | \$1,500/\$1,000 |
| Description | The Reach Associate (RA) supports reach extension by providing both instructional and noninstructional support to a team of teachers, as designated by the team's multi-classroom leader. RAs support instruction by supervising time on projects, skills practice, and digital learning, and/or by instructing students in small groups or individually. RAs also work closely with the teachers on their team to complete various administrative tasks and noninstructional paperwork. RAs manage procedures and supervise student behavior during transitions, lunch, recess, assemblies, and other unstructured activities, and while teacher(s) deliver instruction. |

Qualifications

To be eligible for the RA position, candidates must:

- Have two or more years of experience working with children, ideally in an educational setting (3+ years preferred)
- Demonstrate the ability to lead the classroom independently, as measured by teacher assistant evaluation data (if available) and supervisor recommendations
 - Current Teacher Assistants must submit their most recent teacher assistant evaluation
- Possess content knowledge relevant to the grade level or subject area they will be supporting
- Demonstrate a commitment to professional growth
- Possess the competencies necessary to achieve results despite obstacles, effectively work with people who have differing cultural backgrounds and/or personal characteristics, including race, religion, gender, sexual orientation, or economic differences, and believe all students can learn.
 - Competencies will be assessed via supervisor/coworker recommendations and the Behavioral Event Interview

Screening Process

- HR will screen RA candidates for required basic qualifications (complete application, years of experience, content knowledge).
- If the candidate meets the basic screening criteria for the role, they will be invited to a Behavioral Event Interview at the district. If the candidate does not meet the criteria for the role, they will be notified by HR.

- After completing the BEI interview, candidates who demonstrate the competencies necessary for success in the role will be placed in the district RA pool. Being placed in the pool is NOT a guarantee of a position. Candidates who do not meet the competencies will be notified.
- Principals will invite candidates from the district pool to their school level selection process and will make offers for positions at their school. Candidates who do not receive offers will remain in the district pool for 3 years.

Application

Directions: Please complete the following questionnaire and assemble the required documents. Your completed application should include:

- ✓ **Applicant Questionnaire**
 - Please note: the demographic information section is optional
- ✓ **Evidence of Content Knowledge Statement**
- ✓ **Resume**
- ✓ **Summative Evaluation** (if you are a current teaching assistant in the district)
- ✓ **Colleague Recommendations**

Save your completed questionnaire and all required additional documents as one PDF file with the following naming convention: **LASTNAME_FIRSTNAME_POSITION APPLYING FOR.pdf**

Email your completed application to Kendra Diggs at kendradiggs@ccs.k12.nc.us. *Please note:* if your file does not contain the required components or is incomplete, you will not be considered for the position.

| Applicant Questionnaire: Contact Information & Certification | |
|---|--|
| First Name | |
| Last Name | |
| Phone Number | |
| Current Address | |
| Email Address | |
| Current Role | |
| Current School (if applicable) | |
| If you are a current teaching assistant, what grade levels and/or content areas do you support? | |
| Preferred Placement (select all that apply) | <input type="checkbox"/> Lower elementary (K-2). Choose preferred subject area(s): |

| | |
|--|---|
| | <input type="checkbox"/> Math <input type="checkbox"/> ELA <input type="checkbox"/> Science <input type="checkbox"/> Social Studies <input type="checkbox"/> Other (please describe): |
| | <input type="checkbox"/> Upper elementary (3-5). Choose preferred subject area(s): <input type="checkbox"/> Math <input type="checkbox"/> ELA <input type="checkbox"/> Science <input type="checkbox"/> Social Studies <input type="checkbox"/> Other (please describe): |
| | <input type="checkbox"/> Middle school (6-8) <input type="checkbox"/> Math <input type="checkbox"/> ELA <input type="checkbox"/> Science <input type="checkbox"/> Social Studies <input type="checkbox"/> Other (please describe): |
| | <input type="checkbox"/> High School (9-12) <input type="checkbox"/> Math <input type="checkbox"/> ELA <input type="checkbox"/> Science <input type="checkbox"/> Social Studies <input type="checkbox"/> Other (please describe): |

Required Additional Documents

Be sure to save all required documents and the completed application questionnaire as one PDF file with the following naming convention: **LASTNAME_FIRSTNAME_POSITION APPLYING FOR.pdf**

- **Evidence of content knowledge:** For the content areas and grade levels you selected as preferred placement areas, please provide a short statement describing evidence of your content knowledge in the areas you selected. Examples of evidence include prior experience as a teaching assistant in that grade level, relevant college or high school courses, continuing education experiences, or test scores. No more than 250 words.
- **Resume.** No more than 2 pages. Be sure to include evidence of content knowledge and experiences that demonstrate a commitment to professional growth (certifications, continuing education, trainings) on your resume.
- **Summative Evaluation** (if you are a current CCS employee, please attach a copy of your most recent summative evaluation)
- **Colleague Recommendations:** Please provide completed [recommendation forms](#) from two (2) people who can speak to your professional practice. At least one of these people must be a current or former supervisor. Please do not attach additional recommendations as they will not be considered in the selection process.

Optional Demographic Information Section

CCS is committed to ensuring a diverse candidate pool that reflects the students our district serves. This information is used to determine if our equal employment opportunity efforts are reaching all segments of the population, consistent with Federal equal employment opportunity laws. Responses to these questions are voluntary. Your responses will not be shown to the panel rating the applications, to the official selecting an applicant for a position, or to anyone else who can affect your application. This form will not be placed in your Personnel file nor will it be provided to your supervisors in your employing office should you be hired. The aggregate information collected through this form will be kept private to the extent permitted by law. See the Privacy Act Statement below for more information. Completion of this form is

voluntary. No individual personnel selections are made based on this information. There will be no impact on your application if you choose not to answer any of these questions. Thank you for helping us to provide better service.

| Demographic Information (Optional) | |
|---|--|
| Sex | <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Other: <input type="checkbox"/> Declined to answer |
| Ethnicity | <input type="checkbox"/> Hispanic or Latino - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. <input type="checkbox"/> Not Hispanic or Latino <input type="checkbox"/> Declined to answer |
| Race (Check all that apply) | <input type="checkbox"/> American Indian or Alaska Native - a person having origins in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment. <input type="checkbox"/> Asian - a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, or Vietnam. <input type="checkbox"/> Black or African American - a person having origins in any of the black racial groups of Africa. <input type="checkbox"/> Native Hawaiian or Other Pacific Islander - a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands. <input type="checkbox"/> White - a person having origins in any of the original peoples of Europe, the Middle East, or North Africa. <input type="checkbox"/> Declined to answer |