

# JOB INTERVIEW COMPETITION



## National Qualifying Competition

All TAFE competitors must be FEA affiliated to compete at the region, state and national level.



Entries Per School	2
Type of Event	Individual
State Competition	Yes
National Competition	Yes
National Education and Training Career Cluster Knowledge and Skill Statements	ESS02, ESS04, ESS09, EDC09
Principles of Education and Training TEKS	1 B-D; 5 A-C
Human Growth and Development TEKS	3 F; 4 F; 5 F; 6 E 11 A-D; 12 A-C
Instructional Practices in Education and Training TEKS	1 B-E; 2 A-D; 3 A-D; 7 A-C; 9 A-D; 10 B
Practicum in Education and Training TEKS	1 A, C, D; 2 A-D; 3 A-D; 7 A-C; 10 B; 11 A i-vi
Child Development TEKS 1 F, 6 G	1F, 6G
Child Guidance TEKS	1 A, B, C, D, E6, B, C, D, F, G
College and Career Readiness Skills	IA-1, 2, 4,5; IVA-1,2 B1,2; VA1,3; Cross-Disciplinary IA-1, IE-1,2; IIB-1,2,3

NOTE: The members of the Competitive Events/Service Committee selected TEKS from the Education and Training Career Cluster and the Human Services Career Cluster (specifically child development and child guidance) that they thought were most applicable regardless of the specific project/topics selected for each event. However, depending on the specific project, other TEKS might also apply.

### OBJECTIVE:

- To provide TAFE/FEA Members an opportunity to develop, and practice their interview skills as well as build their cover letter and résumé writing skills.

### OVERVIEW:

In this competition, entrants will apply for a position as a paraprofessional. (See the description below)- This competition includes submitting a cover letter explaining why the entrant is a good candidate for the position as well as a resume that details relevant work, volunteer, and educational experience. Then the competitor will be **interviewed** for the position. The interview will be conducted like any standard job interview. This is an **individual** event.

## **COMPETITION GUIDELINES:**

### **I. General Competitive Events Guidelines must be followed.**

#### **II. Region:**

- A. Each chapter may submit up to 2 entries for the regional competition.
- B. Preparation and presentation must be done solely by the competitor.
- C. Chapters must indicate on their conference registration form the number entering this event.
- D. Registration will be handled according to each regions guidelines.
- E. After receiving the Judge's Rubrics the top 2 competitors can make any needed corrections before going to state.

#### **III. Job Application, Cover Letter, Resume' and Interview:**

- A. Entrants will apply for the following teacher assistant position: Paraprofessional (see job description included in this PDF)
- B. The cover letter must follow a standard cover letter format; review the information on this link (<https://owl.english.purdue.edu/owl/resouce/723/03/>) to see expectations for formatting and content of a successful cover letter. Note: You do not need to possess a high school diploma to participate in this competition. Be sure to indicate in your materials when you expect to graduate.
- C. The cover letter must be typed in English. It should not exceed one page.
- D. The cover letter should complement, not duplicate, the entrant's resume. The cover letter should explain the reasons for the entrant's interest in the position and school and identify his or her most relevant skills or experience. The letter should express a high level of interest and knowledge about the position.
- E. The resume may follow a standard resume format; review the information on this link (<https://owl.english.purdue.edu/owl/resouce/719/1/>) to see expectations for formatting and content of a standard resume. However, students may use alternative resume formats if they feel that will put them in the best possible position to obtain the job they are seeking. (Always remember your audience!)
- F. The resume should be typed and in English. It should not exceed two pages.
- G. The resume should include at least 2 references.
- H. All information in the cover letter and resume must be truthful, accurate and supported.
- I. The interview will last for approximately 15 minutes. All contestants will be asked similar interview questions by a panel of judges acting as the district's hiring committee.
- J. Students must be professionally dressed.
- K. The Judges decisions are final.
- L. Scoring is based on the Job Interview Competition rubric.

## **COMPETITION FACILITATOR'S AND JUDGES' INFORMATION:**

### **I. Both Region and State:**

- A. The judging panel will consist of 1-3 adults.
- B. The judges have 15 minutes to interview each applicant. Judges need to read and be familiar with the Job Descriptions, so that they can ask the applicant questions pertaining to the job. To be fair, all competitors should be asked the same questions.
- C. After the interview, judges will have five (5) minutes to finish their rubric. Each judge will prepare a Judge's Rubric for each competitor.

### **II. Region**

Facilitators will follow the guidelines set up by their region.

### **III. State**

- A. Facilitators will follow the General Instructions for Facilitators.
- B. Judges will follow the General Instructions for Judges.

# 2015 JOB INTERVIEW COMPETITION

**POSITION:** Paraprofessional

Application: Deadline: March 16, 2015

Starting Date: Aug. 1, 2015

## **JOB DESCRIPTION:**

Title: Paraprofessional

Qualifications:

1. Have a high school diploma or equivalent at start of employment. (Note: you do not need to possess a high school diploma to participate in this competition. But, be sure to indicate in your materials when you expect to graduate.)
2. Proficiency in reading, writing, and speaking the English language.
3. Have authorization to work in the USA.
4. Have a clear record of service from prior employers, if any.

### **Kelly Independent School District is seeking paraprofessionals for the coming school year.**

Paraprofessionals are teaching assistants who provide instructional services to students under the general supervision of a certified teacher. In New York City, most paraprofessionals work in special education and early childhood education settings. Full-time paraprofessionals receive a generous benefits package (healthcare, paid leave, pension, etc.) and many avail themselves to opportunities such as tuition assistance and paid release time for college students. Full-time employees are also entitled to a salary above the minimum (\$21,713), based upon college credits and/or related work experience. For example, the starting salary for a paraprofessional with 45 college credits and no experience is currently \$26,343.

## **PERFORMANCE RESPONSIBILITIES**

The role of the paraprofessional is to assist teachers with class work and/or assist with the daily care of students with emotional, cognitive, physical handicaps, autism and other special needs. Their responsibilities may include, but are not limited to, the following tasks.

1. One-on-one or small group instruction as outlined by the teacher
2. Reinforcing behavior through the use of positive behavior support
3. Teaching daily living skills such as independent feeding, dressing, toileting
4. Aiding occupational therapists, physical therapists, speech teachers and adaptive physical education providers during instruction
5. Guiding and assisting students in small group instruction settings with class routines and in transitioning from one activity to the next
6. Teaching students, under direction of teacher, in the following areas: recreation, motor, vocational, socialization and communication utilizing the workshop model in Literacy and Mathematics
7. Assisting students with ambulation within the school premises and on class trips
8. Lifting, feeding, toileting and diapering after receiving appropriate training
9. Collecting data documenting student behavior for instructional purposes
10. Writing anecdotal information concerning student behavior
11. Providing language assistance for bilingual students

**Position Type:** Part-time or Full Time

**Positions Available:** 10

**Please send interview materials to:**

Kelly Independent School District  
Attn: Elena Garcia, Director of Human Resources  
2020 Main Street  
Anytown, USA 01776

\*Some material in this document was edited and reproduced from <http://schools.nyc.gov/Careers/Subpara>.