

Category:	Procedure:	
<b>Human Resources</b>	<b>Hiring Instructional Assistants</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-G-290-6</b>	<b>June 1997</b>	<b>January 2009</b>

- 1
- 2 1. To apply for a position as an instructional assistant, an applicant must complete a classified
- 3 application and it will be processed by Human Resources Department. Applicants must have a
- 4 high school education or a high school equivalency diploma or be highly qualified for all Title I
- 5 schools.
- 6
- 7 2. The Human Resources Department will verify the information on the application, including but not
- 8 limited to completing a local background check.
- 9
- 10 3. Once it is determined that a position is vacant, let the Human Resources know who is leaving the
- 11 position and the reason the individual left so that the appropriate paperwork can be completed. If
- 12 the person is resigning his/her position, have the employee complete the Resignation Form (HR-
- 13 147) and submit/fax to the Human Resources Department.
- 14
- 15 4. If there is an individual that an administrator or supervisor wants to consider for the position, please
- 16 call 594-2984 and make sure the individual has been cleared to be interviewed.
- 17
- 18 5. If the position is a special education position, check with appropriate supervisor to insure the
- 19 applicant has also been cleared by that department.
- 20
- 21 6. After the interviews have been completed for the position, fill out the "Applicants Interviewed"
- 22 HR-119 form and return it to the Human Resources Department.
- 23
- 24 7. If the individual chosen is filling a Special Education or Title I position, the recommendation HR-
- 25 119 must be sent to the department. They will complete a HR-134 or HR-115 and send to the
- 26 Human Resources Department.
- 27
- 28 8. Once the HR-119, HR-135, or HR-115 form is received by the Human Resources Department,
- 29 Human Resources will contact the individual to offer him/her a job and set up a time to fill out
- 30 the employee paperwork. An applicant must bring proof of a high school education or a high
- 31 school equivalency diploma or college transcript to the Human Resources office before he/she can
- 32 begin work.
- 33
- 34 9. An individual that is not currently working for Knox County Schools will have to complete the
- 35 following paperwork and complete the noted employment prerequisites.
- 36                   W-4 form
- 37                   I-9 Form (employment eligibility verification form). Driver's license or birth
- 38                   certificate or passport and social security card are required to complete
- 39                   this form.
- 40                   Media/Audiovisual Guidelines (signature required)
- 41                   Authorization Agreement for Automatic Deposit
- 42                   Medical History/Physical Form (to be completed and returned within 30 days)

Fingerprinting/Background Screening and HR completes DCS, Child Abuse and Sexual Abuse searches  
Drug Test in compliance with Drug-Free Workplace Policy  
Employee Orientation scheduled (covers Retirement, Medical, Dental, and Life Insurance and many policies discussed)

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48  
49

- 10. Applicant is responsible for the cost of the medical exam, drug test, and fingerprinting.
- 11. Applicant will not begin work until fingerprint results have been received at the HR Department.
- 12. All new employees are required to attend employee orientation conducted by the Benefits Office.