



SEVEN OAKS  
SCHOOL DIVISION  
*community begins here*

## Information for Paraprofessional Applicants

To be considered for a Paraprofessional position, you must have the following:

- High School Diploma
- CPR and First Aid Certificates
- Non-Violent Crisis Intervention Certificate and/or WEVAS Certificate (Working Effectively with Violent and Aggressive Students)
- Child Abuse Registry Check and Criminal Records Search – responsibility for both lies with the applicant
- Three references (current contact numbers)
- Updated Resume

Applicants are kept on file at the Board Office for one year.

According to the terms of the Collective Agreement covering this employee group, all vacancies are **bulletined internally**. If there is no internal interest, your application will be considered. Interviews are done by a team of administrators.

The division is pleased to accept all applications, however only those candidates selected for an interview will be contacted.

Personnel Department

**Employment is conditional upon successful clearance  
by Criminal Records and Child Abuse Registry**