



**PARADIGM ACCELERATED CHARTER SCHOOLS**  
**2009-2010**

Thank you for your interest in Paradigm Accelerated Charter Schools. Paradigm Accelerated Charter Schools has four campus locations, all in Texas: Dublin, Comanche, Brownwood, and Wallis. Please indicate which campus you are applying for, which is located at the top of the first page. Please fill out all forms and sign the PACS policies form for consideration for employment with Paradigm. The application may be given back to one of the four campus school secretaries. Also, you may hand deliver, fax, or mail your application to either of the district offices of Paradigm.

Paradigm Accelerated Charter Schools  
Superintendent's Office  
209 Garmon – P.O. Box 3159  
Early, Texas 76802

Ph: 325-649-0976  
Fax: 325-649-0998

Paradigm Accelerated Charter Schools  
Business Office  
112 S. Grafton – P.O. Box 140  
Dublin, TX 76446

PH: 254-445-4272  
Fax: 254-445-3947

Please do not staple application. You may paper clip together. Thank You.



**Read the following and state what you consider as appropriate, correct, or preferred** answers on how traditional family values and/or positive role models can help recover at-risk youth:

---

---

---

Identify at least three critical decisions in which youth need guidance and wisdom:

- (1) \_\_\_\_\_  
(2) \_\_\_\_\_  
(3) \_\_\_\_\_

Why do you seek employment with PAS?

---

---

---

Use the following space to describe how you would relate with at-risk teenagers from single parent or blended families. Discuss discipline, inspiration, academics, motivation and relationships during and after school hours.

---

---

---

---

Refer to the attached form on **TEMPERAMENTS**. Circle at least four strengths and four weaknesses that you believe pertain to you. You may circle more than four.

Fill out the attached **CAREER GOALS** Form.

**List (in the following chart) the way you have used your time during the past five years.**

Year	Company/School, etc.	Position held	Supervisor's Name	Supervisor's Phone
Present				
Last Year				
3 <sup>rd</sup> Year				
4 <sup>th</sup> Year				
5 <sup>th</sup> Year				

List books you completed during the past 12 months: \_\_\_\_\_  
\_\_\_\_\_

What academic subjects are you **highly qualified** (or certified according to the State of Texas and TEA) to teach? \_\_\_\_\_

List magazines/periodicals you read on a regular basis: \_\_\_\_\_

List organizations, fraternities, and clubs in which you participate: \_\_\_\_\_

**Paradigm Accelerated Charter School - EMPLOYMENT APPLICATION**

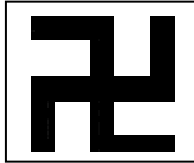
1. Identify each of the following symbols with which you are knowledgeable:

a.



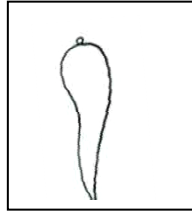
\_\_\_\_\_

b.



\_\_\_\_\_

c.



\_\_\_\_\_

d.



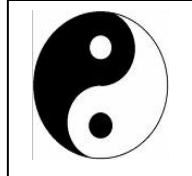
\_\_\_\_\_

e.



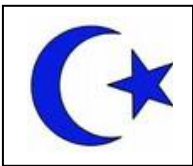
\_\_\_\_\_

f.



\_\_\_\_\_

g.



\_\_\_\_\_

h.



\_\_\_\_\_

i.



\_\_\_\_\_

What would these “tell” you about students who display them? \_\_\_\_\_

\_\_\_\_\_

2. Define your perception of Paradigm Accelerated Charter School in terms of philosophy and mission:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Which of the following would be your response if a 16-year-old girl bursts into tears, yells at a teacher and stomps out the door?

- a. grab her arm
- b. call the principal
- c. call the parent(s)
- d. follow her to engage in conversation
- e. none of the above
- f. other (explain) \_\_\_\_\_

\_\_\_\_\_

4. Which of the following would be among the strategies you would apply if a boy had a habit of sleeping in the learning center?
- a. shake his shoulders
  - b. speak softly to him to wake him
  - c. ask him to stand up to do his work
  - d. assign him to in-school suspension
  - e. instruct him to walk rapidly around a specified area for five minutes
  - f. talk with his parents to inquire about his sleep habits (night time activities)
  - g. call his employer to inquire about night-shift hours
  - h. review the interview sheet to try to gain insight about his life style that might contribute to depression or lack of interest in school
  - i. all of the above
  - j. none of the above (explain) \_\_\_\_\_

5. Mark the column that best represents your response to each of the following statements

<b>Question</b>	<b>Highly Agree</b>	<b>Agree</b>	<b>Disagree</b>	<b>Highly Disagree</b>	<b>Neutral</b>
Helping a child learn is more important than being a good teacher					
At-risk students need a combination of grace and discipline					
A child should be allowed to make his own choices about school attire					
Children with absentee fathers are likely to be at-risk					
Toxic thoughts affect how a teenager performs at school					
Teenagers who enroll in charter schools are bad kids who require tough discipline and restrictions					

# CAREER GOALS

Name: \_\_\_\_\_

Date: \_\_\_\_\_

1. What is your life goal? \_\_\_\_\_  
\_\_\_\_\_
  2. In what way do you interpret Paradigm to be a factor in your life goals? \_\_\_\_\_  
\_\_\_\_\_
  3. What training have you completed to help you reach your goals? \_\_\_\_\_  
\_\_\_\_\_
  4. List the achievement or major steps you have completed toward your goal? \_\_\_\_\_  
\_\_\_\_\_
  5. When do you anticipate reaching your career goal? \_\_\_\_\_  
\_\_\_\_\_
  6. Number in order of priority the following goals as they best identify with your life mission?  
\_\_\_\_ a. To be a good teacher of \_\_\_\_\_  
\_\_\_\_ b. To be an effective mid-management administrator  
\_\_\_\_ c. To direct my own educational system  
\_\_\_\_ d. To write curriculum  
\_\_\_\_ e. To coordinate school projects  
\_\_\_\_ f. To meet the needs of students:  
    \_\_\_\_ Finances      \_\_\_\_ Academics      \_\_\_\_ Emotional  
    \_\_\_\_ Spiritual      \_\_\_\_ Family      \_\_\_\_ Other \_\_\_\_\_  
\_\_\_\_ g. To be fulfilled and content
  7. What awards, honors, or certificates have you earned in recognition for personal achievements related to your goals? \_\_\_\_\_  
\_\_\_\_\_
  8. Which of the following factors have restrained you from reaching your goals?  
\_\_\_\_ Other People      \_\_\_\_ Location  
\_\_\_\_ Health      \_\_\_\_ Personal Choices  
\_\_\_\_ Finances      \_\_\_\_ Other \_\_\_\_\_
- EXPLAIN: \_\_\_\_\_  
\_\_\_\_\_
9. What significant career/personal choices have you made to enhance attainment of your goals?  
\_\_\_\_\_  
\_\_\_\_\_
  10. Describe your visual "mind map" of your goals (photos, quotes, maps, equipment, objects, scenes, etc.) to help you keep your goal in focus? \_\_\_\_\_  
\_\_\_\_\_
  11. Which person, book, or event most significantly directed you to pursue your life goals? EXPLAIN:  
\_\_\_\_\_  
\_\_\_\_\_
-

# TEMPERAMENTS

Name \_\_\_\_\_ Date \_\_\_\_\_

Circle at least four strengths and four weaknesses that you believe pertain to you. You may circle more than four.

## LEARN BASIC TEMPERAMENT STRENGTHS AND WEAKNESSES:

These affect every area of life. Being familiar with them helps to understand where other personalities are “coming from,” and how best to relate to them. Also, if we understand our own weaknesses, we have a better chance of repairing the damage before we offend others.

### SANGUINES are “center-stage” people.

#### Sanguine Strengths:

Friendly, cheerful personality	Affectionate
High energy level, vivacious	Talkative
Fun-loving, good sense of humor	Flexible, likes change/surprises
Forgive easily	Spontaneous
Generous	Optimistic

#### Sanguine Weaknesses/tendencies:

Like to flirt	Do not consider consequences
Self worth dependent on accolades	Not punctual
Impractical	Impulsive
Shallow scattered thinking	May get hysterical
“Spacey,” “Air-headish,” Forgetful	Blustery
Emotional (cry, angered easily)	Breaks confidence/commitments

### CHOLERICs are “take-charge” people.

#### Choleric Strengths:

Practical, matter-of-fact	Consider consequences
Hard worker	Determined
Punctual	Like adventure
Level headed	Goal oriented
High energy level	Decisive
Unemotional (accused of being hard-hearted)	Risk taker (unafraid)

#### Choleric Weaknesses/tendencies:

Double standards	Bossy/pushy/presumptuous
Ego-centered	Macho, chauvinistic
Overly Aggressive	Hard-hearted, cruel, calculating
Schedules are more important than people	Hold grudges/get even
Overlooks details (just get it done!)	Defensive, argumentive

**MELANCHOLIES are “think-it-through” people.**

**Melancholy Strengths:**

Loyal	Deep-thinking, opinionated
Thrifty	Creative, talented
Idealistic	Quiet, intense
Cautious	Plan, analyze
Sensitive to others’ needs	

**Melancholy Weaknesses/tendencies:**

Perfectionistic	Moody, easily worried or depressed
Internalizes emotions	Eccentric
Easily hurt, takes things too personally	Overly sentimental
Preoccupied in thoughts–“spacey”	Manipulate people emotionally
Overly serious (has difficulty “loosening up”)	

**PHLEGMATICS are “easy-going” people.**

**Phlegmatic strengths:**

Quiet, “laid-back” mannerisms	Peacemaker/stabilizer
Thorough	Compliant–want to please
Organized	Good team players
Emotionally stable (no extreme highs/lows)	Dry humor
“Mr. Nice Guy: personified	

**Phlegmatic Weaknesses/tendencies:**

Low energy level (often perceived as lazy)	Internalizes emotions
Do not communicate freely, “clam up”	Low initiative
Very stubborn	Non-assertive
Indecisive, slow to act	

Understand that temperament manifestations may be considerably impacted by:

- Level of education (formal/informal)
- Cultural enrichment
- Birth order
- Physical health
- Spiritual barometer
- Natural gifts and talents

APPLICANT'S NAME \_\_\_\_\_ DATE \_\_\_\_\_

### QUESTIONS FOR APPLICANTS

1. Why do you want to work volunteer at this school? \_\_\_\_\_  
\_\_\_\_\_
2. Are you highly qualified in any subjects? \_\_\_\_ Yes \_\_\_\_ No  
What \_\_\_\_\_
3. Why did you leave your previous employment? \_\_\_\_\_ salary \_\_\_\_\_ dissatisfaction  
\_\_\_\_\_ drugs/medications \_\_\_\_\_ relationships  
\_\_\_\_\_ other \_\_\_\_\_
4. What were your key daily responsibilities at your previous employment?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. If you knew you could not fail, what career would you pursue? [What is your idea of the perfect career for you?] \_\_\_\_\_  
\_\_\_\_\_
6. What was the greatest experience of your life? \_\_\_\_\_  
\_\_\_\_\_
7. What was the most difficult or hurtful thing that has happened to you and/or your family? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. If you could fix anything in your life or family what would it be? \_\_\_\_\_  
\_\_\_\_\_
9. Whom do you admire the most? \_\_\_\_\_  
Who do you want to be like? \_\_\_\_\_
10. Are you aware of anyone who is angry, resentful or disappointed toward you? \_\_\_\_\_  
Who? \_\_\_\_\_  
Why? \_\_\_\_\_
11. What thoughts or conditions need to change in order for you to be fulfilled? \_\_\_\_\_  
\_\_\_\_\_
12. Can you name anything going on in your life that could prevent you from reaching your career goals?  
\_\_\_\_\_  
\_\_\_\_\_

13. Have you been  on probation  suspended  expelled  arrested  
If yes, Why \_\_\_\_\_  
What have you changed in your life to avoid repeating the cause? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. What will be your daily responsibilities before and after work at Paradigm? \_\_\_\_\_  
\_\_\_\_\_

15. Is there any reason why you can not arrive at work on time each day? \_\_\_\_\_  
\_\_\_\_\_

a. Will someone else be responsible for dropping you off and picking you up at work?  
Name \_\_\_\_\_ Their Phone # \_\_\_\_\_

b. What kind of car \_\_\_\_\_ color \_\_\_\_\_ License Plate # \_\_\_\_\_

16. Is there any reason why you cannot wear clean, wrinkle free and appropriate clothing as described in the Handbook? \_\_\_\_\_  
\_\_\_\_\_

17. Is there anything in the Student Handbook that will be difficult for you to obey or enforce?  
\_\_\_\_\_

18. Do you agree to honor the Handbook regarding: \_\_\_\_\_ body piercing \_\_\_\_\_ tattoos \_\_\_\_\_ clothing  
\_\_\_\_\_ phones \_\_\_\_\_ attendance \_\_\_\_\_ academics \_\_\_\_\_ computers

19. Would you like to participate in service learning trips to other states or cities? \_\_\_\_\_  
\_\_\_\_\_

20. How can I help you reach your dreams? \_\_\_\_\_  
\_\_\_\_\_

NOTES:

*Office Use Only:*

<b>Interview Conducted by:</b> _____
--------------------------------------

## **PAS POLICIES FOR EMPLOYEES**

### PETTY CASH ITEMS

PAS will reimburse employees for items purchased for official approved business provided receipts from the vendor are supplied. Petty cash items include but are not limited to such as: postage, file folders, pencils, white out, paperclips, refreshments for business-related occasions, long distance phone calls (upon presentation of a photocopy of the vendor's invoice.)

### MEALS

Staff on official PAS business will be reimbursed upon presentation of receipts from vendors up to the amount specified as follows: Breakfast \$8.00, Lunch \$8.00, Dinner \$16.00.

### MOTEL

Staff on official PAS business will be reimbursed for motel/hotel accommodations if the employee cannot arrive at his/her home by 11:00 p.m. under reasonable travel arrangements. PAS pays for non-smoking single rooms without room service or for-pay-TV. Employees are expected to select facilities at a reasonable economic rate. Receipts from vendors are required. Whenever possible PAS will make arrangements for accommodations.

### TRAVEL

Staff on official PAS business will be reimbursed for travel expenses as follows:

1. Use of employee's personal vehicle: at \$.55 per mile (with odometer chart showing beginning and ending mileage data)
2. Airline: PAS makes arrangements and purchases tickets (economy fare, coach)
3. Use of PAS vehicle: gasoline and oil expenses when receipts are provided by vendor;

PAS is not responsible for accidents or damages experienced by employees who use their personal vehicles for PAS business. PAS does not pay tickets for such as but not limited to:

- Unlawful use of a vehicle
- Expired driver's license
- D.W.I./D.U.I.
- Unauthorized location on public road
- Inoperative equipment
- Expired safety inspection
- Speeding
- Expired insurance

### CLOTHING

PAS is a professional organization represented by employees of integrity and good grooming. Shoes are clean and in good repair. When representing PAS at civic groups, exhibits, conferences, off campus training sessions and Wednesday assemblies, male employees are expected to wear white shirts and ties (and conservative jackets or suits as appropriate for the setting and climate). Women are expected to dress professionally and modestly, including blouses/dresses which are not transparent, and are not open more than two inches below the clavicle in front and back and arranged so as not to gap between fasteners such as buttons, hooks or snaps. The length and form should cover thighs. Undergarments must be worn yet not be visible when ladies bend, step, stoop or reach for objects. Beach shoes (flip-flops), tennis shoes or strapless sandals are not appropriate for classroom attire. Hair on male staff may not fall over the shirt collar, tip of the nose, or base of the ear. Shaved sides with a pony tail, strands, or ridge are not permitted on male employees. Hair must be natural hair colors. Hair styles should be moderate and appropriate for positive role models. Jewelry which must be attached through a pierced portion of the body may be worn only by female staff and is limited to one piece in the lobe of each ear, and such pieces may not constitute a health or safety hazard when ladies are performing official duties. Denim or athletic clothing is not appropriate for office or classroom duties.

### OFF TIME

Full-time employees are allowed 40 hours of personal leave with pay for illness and/or death of an immediate family member. Employees may NOT take personal leave (except for emergencies) just prior to or after an official holiday, five days prior to and during TAKS preparation and testing dates, within two work days prior to report card issue dates, on staff development days or during the final week of school. Employees who "take time off" in excess of personal leave hours during regular scheduled student activities may expect paycheck deductions based on employee hourly rate of pay for the specific work year contract. Subject to approval by PAS Superintendent.

### BREAKS AND LUNCH

Breaks are as scheduled for students. Staff must maintain line-of-sight supervision of students. Lunch is one hour or as scheduled. Staff may partake of beverages and snacks in the break area.

### VACATION

Employees take vacation days (as outlined in PAS Employee Contract) during June or July. Approval is subject to PAS priorities at the time of requested vacation days. Employees who terminate employment or who are terminated before their anniversary date will be paid for unused vacation time.

### HOLIDAYS

PAS recognizes the published calendar holidays with pay for full-time employees. Holiday time begins at the end of the day prior to the designated holiday. Part-time employees are not paid for holidays or days when PAS is closed.

GROUP MEDICAL PLAN/TEACHER RETIREMENT

PAS participates in the mandatory Texas Retirement System Active-Care Insurance Program (TRS) and pays \$225.00 of the regular monthly share of employees who abstain from consuming tobacco products, alcoholic beverages, or illegal drugs. The full-time employee's portion is deducted from the employee's check if the employee participates in TRS. PAS does not pay for employee participation in other medical programs.

PAY PERIODS/TIME SHEETS/ADVANCES

Employees are paid at the end of the workday on the 26<sup>th</sup> of each month. Time record sheets are to be filled out appropriately and submitted to PAS administration at the end of the 18<sup>th</sup> of the month. Time periods are from the 18<sup>th</sup> to the 18<sup>th</sup>. Employees are paid by check. Pay advances may not be granted.

OFFICIAL REPRESENTATION OF PAS

Employees who represent PAS in an official capacity will be provided appropriate PAS identification items such as calling cards, brochures, name tags, stationary, and envelopes. Employees are not authorized to print materials which identify employees as official PAS representatives.

ILLEGAL MATERIALS

Any staff member suspected with good cause while engaged in official responsibilities on school property of using or attempting to use, or convicted of crimes involving, pornographic material, illegal drugs, alcohol or tobacco is subject to dismissal.

EQUIPMENT USE

PAS equipment is used for official PAS business related to employee job responsibilities. Use of equipment for personal business or entertainment is not permitted during business hours (8:00 a.m.- 5:00 p.m. M-F). Equipment may be used for personal projects after office hours as follows:

Copies: \$.10 per page for letter size and \$.15 per page for legal size documents.

Scanner: at the rate of \$.50 per page of print and \$1.00 per page for objects, which include graphics.

Fax Machine: at a rate of \$.50 per page for personal projects.

Computers: may be used after hours only by personnel trained and employed by PAS to use computers as part of their job responsibilities. At NO TIME are personal disks to be used on PAS computers. PAS computers are never to be opened to pornographic material on the Internet. PAS administration reserves the right to authorize use of PAS equipment at any time for approved projects for such organizations as churches, Campus Life, museum, Chamber of Commerce. At no time are beverages or food to be placed on or held near equipment in such a manner as to cause liquid or food objects to be deposited on the equipment. Attachments to E-mail may not be opened or accessed on company computers by known or unknown senders. PAS employees who use PAS equipment in an unauthorized manner and/or cause equipment to be damaged may be required to pay for repair or replacement at current market value. Money collected for personal use of equipment is to be placed in the PAS benevolent fund.

ANSWERING THE PHONE

Personnel who answer the phone should say, "Paradigm, May I help you?" and end the conversation with "Thank you" or "We appreciate your call." Callers placed on hold shall be told, "One moment please, while I transfer your call." or "Please hold while I locate \_\_\_\_\_ (name of PAS personnel)."

SCHOOL HOURS

Monday through Friday 7:45 a.m. - 12:15/1:00 - 5:15 p.m. (or as scheduled according to staff contract)

INAPPROPRIATE RELATIONS WITH STUDENTS

Any staff member who attempts to date and/or engage in sexual relations with a student will be dismissed.

THEFT

Any staff member who commits theft or participates in theft of school property is subject to dismissal.

CHARACTER

PAS hires, promotes and terminates employees based on character qualities founded on traditional moral values and principles and compliance with PAS Policies and Procedures.

PAS PERSONNEL REVIEW AND PROBATION PERIOD

Staff and management jointly complete the PAS Personnel Review form which is the basis for recording staff adherence to PAS policies and attainment of PAS job responsibilities.

EMPLOYEE \_\_\_\_\_ DATE \_\_\_\_\_

SUPERINTENDENT \_\_\_\_\_ DATE \_\_\_\_\_

