

Part B

Teachers - Alternative Certification Program Information and Checklist

[Click here to download all forms below](#) or click each form separately

ACP Information & Checklist
Salary Schedule Teacher and Nurses
Recruitment Referral Form
Reference Forms (3 copies needed)
ACP Instructions
Staff Development Schedules

You will need to bring the following **additional documents** with you to your HRCS hiring paper work appointment:

1. Letter of Acceptance and Eligibility Form from your ACP Program
2. Passing test scores
3. Verification from your ACP Program regarding your program fees and the total amount that you need to have deducted through payroll deduction.
4. All forms from **Part A and B**

If you have not yet passed your content test, call for a certification conference as per your assignment: You will have this conference **prior** to the one you will set up at HRCS to turn in your paperwork. Please call (832) 386-1206 to set up an appointment with our certification staff.

- **Three Reference Forms** You will need to distribute three reference forms with stamped envelopes addressed to:

Galena Park Independent School District
Human Resource and Communication Services
14705 Woodforest Blvd
Houston, Texas 77015

Your **three** references should be the administrators who supervised your work and listed in your application. Send these out quickly so that they will arrive by the time you schedule your appointment at HRCS.

- **See Part C for other forms that you may need.**

TEACHER SCHEDULE

Galena Park ISD
Teachers and Nurses
2013-14 School Year

2012-13 Step	2012-13 Base Salary	2013-14 Salary Increase	2013-14 Step	2013-14 Base Salary	2013-2014 *Daily Rate
		500	0	45,500	243.32
0	45,000	1,000	1	46,000	245.99
1	45,000	1,800	2	46,800	250.27
2	45,800	1,800	3	47,600	254.55
3	45,950	1,800	4	47,750	255.35
4	46,100	1,800	5	47,900	256.15
5	46,250	1,800	6	48,050	256.95
6	46,875	1,800	7	48,675	260.29
7	47,075	1,800	8	48,875	261.36
8	47,275	1,800	9	49,075	262.43
9	47,475	1,800	10	49,275	263.50
10	47,675	1,800	11	49,475	264.57
11	48,675	1,800	12	50,475	269.92
12	49,125	1,800	13	50,925	272.33
13	49,575	1,800	14	51,375	274.73
14	50,025	1,800	15	51,825	277.14
15	50,475	1,800	16	52,275	279.55
16	51,875	1,800	17	53,675	287.03
17	52,375	1,800	18	54,175	289.71
18	52,875	1,800	19	54,675	292.38
19	53,375	1,800	20	55,175	295.05
20	53,875	1,800	21	55,675	297.73
21	55,675	1,800	22	57,475	307.35
22	56,225	1,800	23	58,025	310.29
23	56,875	1,800	24	58,675	313.77
24	57,325	1,800	25	59,125	316.18
25	57,850	1,800	26	59,650	318.98
26	59,050	1,800	27	60,850	325.40
27	59,625	1,800	28	61,425	328.48
28	60,150	1,800	29	61,950	331.28
29	60,675	1,800	30	62,475	334.09
30	61,200	1,800	31	63,000	336.90
31	62,400	1,800	32	64,200	343.32
32	62,975	1,800	33	64,775	346.39
33	63,500	1,800	34	65,300	349.20
34	64,025	1,800	35	65,825	352.01
35	64,550	1,800	36	66,350	354.81
36	65,075	1,800	37	66,875	357.62
37	65,625	1,800	38	67,425	360.56
38	66,175	1,800	39	67,975	363.50
39	66,725	1,800	40	68,525	366.44
40	67,275	1,800	41	69,075	369.39
41	67,825	1,800	42	69,625	372.33
42	68,375	1,800	43	70,175	375.27
43	68,925	1,800	44	70,725	378.21
44	69,475	1,800	45	71,275	381.15
45	70,025	1,800	46+	71,825	384.09
46	70,575				

* Base salary is calculated on 187 days.

* Creditable years of experience as of September 1, 2013.

Teachers with a Masters Degree receive an additional \$2,000.

Teachers with a Doctorate Degree receive an additional \$4,000

This salary schedule is for the 2013-2014 school year and is for hiring purposes only. A new schedule may be adopted for the 2014-15 school year.



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 Human Resource and Communication Services
 14705 Woodforest Boulevard
 Houston, TX 77015

Professional Recommendation

I hereby give you permission to complete this reference form for the Galena Park Independent School District. In requesting this reference, I do hereby release those furnishing information from any liability and responsibility from their doing so. I am willing that a true copy of this authorization be accepted with the same authority as the original.

 Applicant Signature

 Date

APPLICANT: Clearly print the name and address of your work reference and mail this form to the individual named below. **Include a stamped envelope with the Human Resource and Communication Services address printed on it to ensure a prompt response.** References should come from previous supervisors, one of which should be the current or most recent supervisor.

Reference Information:

Applicant Information:

To: _____

 Applicant Name (Print)

Address: _____

 Position Desired

City, State, Zip: _____

 Social Security Number

Phone: _____

The above named applicant has applied for a position with the Galena Park Independent School District. Please place an "X" in the allotted space indicating your evaluation of the applicant: (5) Clearly Outstanding (4) Exceeds Expectations (3) Meets Expectations (2) Below Expectations (1) Unsatisfactory (0) No Opportunity to Observe

	5	4	3	2	1	0
KNOWLEDGE OF SUBJECT MATTER: Possesses solid foundation in academic and professional subject matter.						
PRESENTATION OF SUBJECT MATTER: Puts into practice good principles of teaching judged largely by results.						
MANAGEMENT OF STUDENTS: Maintains positive classroom climate; controls students in constructive activity.						
RESPONSE TO SUPERVISION: Accepts suggestions willingly; profits from help, adjusts to new challenging situations.						
RAPPORT WITH PEERS: Works in harmony with others as a team member.						
FAITHFULNESS IN DUTIES: Assumes responsibility in teaching activities; accomplishes desired actions with minimum supervision.						
QUALITIES OF LEADERSHIP: Commands confidence and respect; assumes responsibility; takes appropriate action on his/her own.						
ABILITY TO EXPRESS THOUGHTS: Communicates in a clear, forceful manner; chooses words skillfully; organizes ideas effectively.						
SUCCESS OR PROBABLE SUCCESS AS A TEACHER						

1. What were the dates of employment? _____ How long have you known the applicant? _____
2. What was your relationship to applicant? _____
3. What were the applicant's job title/responsibilities? _____
4. What was the applicant's reason for leaving? _____
5. Would you rehire the applicant? _____
6. You may use the back of this form to add any additional comments.

 Signature

 Date

 Phone Number

Please return this form to our office in the stamped envelope that you received from the applicant.

INSTRUCTIONS FOR ALTERNATIVE CERTIFICATION PROGRAM INTERNS

- A **Probationary Certificate** is required by state law for all ACP interns. You must apply on-line with SBEC immediately. This is a requirement in order to consider your file complete. **DO NOT DELAY IN GETTING THIS DONE FOR ANY REASON.** Bring documentation of your **SBEC application and fingerprinting** during your scheduled HRCS visit in our office. Contact your ACP Program for their required procedures.
 - Follow the fingerprinting procedures on the “Fingerprinting Process” information that is part of your hiring paper work in Part A.
 - You are required to follow all requirements as per your ACP Program.
 - One of the following will apply to you:
 - a. Interns who have passed the content test are considered highly qualified and **do not** require that a 30 day notification letter be sent to parents. Note that secondary teachers who have 24 hours in their teaching assignment may be considered “highly qualified”.
 - b. ACP Interns who have not yet passed the content test are not considered “highly qualified” and need a 30 day notification letter sent to parents. You are asked to discuss this with your principal in assisting him/her in developing this letter for you. You will need to send this letter home with students and keep a copy for new students that enroll in your class following the initial distribution.
 - If you require an extension when your probationary certificate expires for any reason, you must inform HRCS and file the appropriate paper work and application for another Probationary Certificate with ACP. Provide HRCS with the application documentation and the new certificate when posted.
 - Provide HRCS with documentation of your having completed your requirements and having been recommended to SBEC for certification at the end of your internship.
 - Submit a copy of your Teacher Certificate to HRCS when you receive it.
-

This is to verify that I understand my obligation to obtain my Texas Certificate. Failure to complete these requirements will result in loss of employment with Galena Park Independent School District.

Signature

Print Name

Campus

Date

Galena Park ISD Staff Development Calendar 2013-2014

<i>August 14, 2013 (Wednesday)</i>	<i>New Teacher Campus Orientation @ Home Campus</i>
<i>August 15, 2013 (Thursday)</i>	<i>New Teacher "Welcome" /CHAMPS, HRS @ Zotz Center</i>
<i>August 16, 2013 (Friday)</i>	<i>New Teacher SIOP/ ELPS Content @ Zotz Center</i>
<i>August 16, 2013 (Friday)</i>	<i>Librarian District Staff Development Day</i>
<i>August 19, 2013 (Monday)</i>	<i>Campus Staff Development Day</i>
<i>August 20, 2013 (Tuesday)</i>	<i>Elementary District Staff Development Day Secondary Campus Staff Development Day</i>
<i>August 21, 2013 (Wednesday)</i>	<i>Secondary District Staff Development Day Elementary Campus Staff Development Day</i>
<i>August 22, 2013 (Thursday)</i>	<i>Staff Development</i>
<i>August 23, 2013 (Friday)</i>	<i>Staff Development</i>
<i>October 14, 2013 (Monday)</i>	<i>District Staff Development Day</i>
<i>January 6, 2014 (Monday)</i>	<i>Campus Staff Development Day</i>
<i>February 17, 2014 (Monday)</i>	<i>To be Determined</i>
<i>April 12, 2014 (Saturday)</i>	<i>Campus Day Flex day optional</i>
<i>June 6, 2014 (Friday)</i>	<i>Campus Day</i>

Early Release Days for *All Campuses*

<i>December 20, 2013</i>	<i>Campus Day</i>
<i>June 5, 2014</i>	<i>Campus Day</i>

High School only Late Arrival Days

<i>September 18 and 25, 2013</i>	<i>Campus Day</i>
<i>October 2, 9 and 30, 2013</i>	<i>Campus Day</i>
<i>November 6, 13 and 20, 2013</i>	<i>Campus Day</i>
<i>January 15, 22 and 29, 2014</i>	<i>Campus Day</i>
<i>February 5, 12, 19, and 26, 2014</i>	<i>Campus Day</i>
<i>March 19 and 26, 2014</i>	<i>Campus Day</i>
<i>April 9, 16 and 30, 2014</i>	<i>Campus Day</i>

SBEC Credit may be given for District/Campus Training. GPISD Credit only may be given to Campus/Department meetings. (Everything must be entered in Eduphoria and copies of: agenda, sign-in sheet, and survey summary must be submitted to Staff Development Office. Attn: Mary L. Ramirez/ZOTZ Center)

REVISED: 5-14-13

**GPISD
New Teacher Academy
2013-2014**

- | | |
|------------------|---|
| August 14 | Campus Orientation (<i>Home Campus</i>)
8:00-4:15pm |
| August 15 | Welcome / HR &CHAMPS Training (<i>Zotz</i>)
8:00am - 4:15pm |
| August 16 | Content SIOP/ELPS Training (<i>Zotz</i>)
8:00am - 4:15pm |
| August 19 | All Teachers report to their campuses |

Required On-Line Courses to be completed prior to due date:

- **PDAS through responsivelearning.com** no later than Sept. 9, 2013
- **REACH Diversity Training through Eduphoria** no later that Oct. 7, 2013

❖ ***As soon as your principal completes their paperwork you will receive an email account that will allow you to access these courses.***



Galena Park Independent School District

14705 Woodforest Blvd. Houston, TX 77015 Phone: (832) 386-1028
Fax: (832) 386-1433

Dr. Wanna Giacona
Executive Director for Special Programs

To: Bilingual/ESL Teachers
From: Dr. Wanna Giacona
Ref: Staff Development
CC: Principals
Date: May 22, 2013

I would like to take this opportunity to welcome you to Galena Park I.S.D.! The Bilingual/ESL Department looks forward to working closely with each of you throughout the school year. Please contact me if I can be of any assistance.

One of the district requirements for receiving your Bilingual or ESL stipend is that you attend 6 additional hours of staff development in the area of bilingual/ESL during the school year. We do provide opportunities for this requirement to be met through trainings in our department.

Our first training to meet this requirement will be on:

June 21, 2013 – Location Joyce Zotz Center 8:30 – 3:30
Title: High Trust Classroom

OR

August 12, 2013 - Location Normandy Crossing Elementary 8:30 – 3:30
Title: Success for Struggling Students

OR

August 13, 2013 – Location Normandy Crossing Elementary 8:30 – 3:30
Title: Success for Struggling Students

If you have any questions, please contact me at wgiacona@galenaparkisd.com

We look forward to meeting you and working with you!



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 Applicant Signature

 Date

APPLICANT: Clearly print the name and address of your work reference and mail this form to the individual named below. **Include a stamped envelope with the Human Resource and Communication Services address printed on it to ensure a prompt response.** References should come from previous supervisors, one of which should be the current or most recent supervisor.

Reference Information:

Applicant Information:

To: _____
 Address: _____
 City, State, Zip: _____
 Phone: _____

Applicant Name (Print) _____
 Position Desired _____
 Social Security Number _____

The above named applicant has applied for a position with the Galena Park Independent School District. Please place an "X" in the allotted space indicating your evaluation of the applicant: (5) Clearly Outstanding (4) Exceeds Expectations (3) Meets Expectations (2) Below Expectations (1) Unsatisfactory (0) No Opportunity to Observe

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5. Would you rehire the applicant? _____
6. You may use the back of this form to add any additional comments.

 Signature

 Date

 Phone Number

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<u>Reference Information:</u>	<u>Applicant Information:</u>
To: _____	Applicant Name (Print) _____
Address: _____	Position Desired _____
City, State, Zip: _____	Social Security Number _____
Phone: _____	

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 Signature

 Date

 Phone Number

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GPISD Human Resource and Communication Services
14705 Woodforest Boulevard
Houston, Texas 77015

Teacher-Alternative Certification Program Checklist

Name: _____ Position: _____

Date of HRCS Appointment: _____ Time: _____

Please circle "Yes" to all forms that you are turning in to HRCS.

- | | | | | |
|----|--|-----|----|----|
| 1. | Social Security Card (copy) | Yes | No | |
| 2. | Drivers License or State I.D. | Yes | No | |
| 3. | Appropriate and valid work authorization if this applies to your immigration status. | Yes | No | NA |
| 4. | Public Information Access Notification | Yes | No | |
| 5. | Form W-4 | Yes | No | |
| 6. | Form I-9 | Yes | No | |
| 7. | Direct Deposit Authorization and Voided Check | Yes | No | |
| 8. | Ethnicity Form | Yes | No | |
| 9. | Submitted fingerprinting receipt: | | | |
| | ____ Not required for my situation | | | |
| | ____ Yes | | | |
| | ____ No | | | |

If no, when is your scheduled appointment?

Part B Forms

- | | | | | |
|----|---|-----|----|--|
| 1. | Reference Forms:
Have you provided your three references with the reference form and a stamped envelope? | Yes | No | |
| 2. | Official college transcripts or legible copies of all college work. Please list all colleges attended and | | | |

noted on your application:

- | | | | |
|-------|-----|----|--|
| _____ | Yes | No | |
| _____ | Yes | No | |
| _____ | Yes | No | |
| _____ | Yes | No | |
3. Service Records as appropriate for your school District work experience
- Please list District(s):
- | | | | |
|-------|-----|----|----|
| _____ | Yes | No | NA |
| _____ | Yes | No | NA |
4. Documentation that you have applied for your Probationary certificate. Download a copy of your paid statement from the SBEC website. Yes No
5. Letter of Acceptance from your ACP Program Yes No
6. Eligibility form from your ACP Program Yes No
7. Passing test score sheet (please list) Content area and PPR
- | | | | |
|-------|-----|----|------------|
| _____ | Yes | No | Not Passed |
| _____ | Yes | No | Not Passed |
8. Payroll deduction form Yes No

Note:

- **Make note of missing documents and turn them in immediately if possible.**
- **Your personnel file is incomplete until you have provided all required documents.**
- **Make a copy of all forms that you will turn into HRCS prior to your scheduled appointment.**

Employee Signature: _____ Date: _____