

Part B

Administrative Business Information and Checklist

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

Administrative Business Information & Checklist
Administrative Business Job Family Salary Schedule
Letter of Reasonable Assurance for Administrative Business Job Family
Reference Form (3 copies required)

In addition to the forms and documents required in Part A and B, your position will require that you also bring:

- Any official college or university transcripts and additional documents required by the position that you have accepted.
- **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.

- **Service Records This is urgent!!!!** If your experience includes work in another Texas school district, you must provide service record documentation if you are to be placed in the correct salary pay level. Get this to our department quickly so that you can be paid correctly beginning with your first pay check. The idea is to have this document when you come in to submit your paper work. See Part C for service record request forms
- **See Part C for any other forms that you may need.**

**Galena Park ISD
Administrative Business Job Classification
2013-2014**

| | | <u>Min.</u> | <u>Daily Rate</u> <u>Mid.</u> | <u>Max.</u> |
|------------------------------|--|-----------------|---------------------------------------|-----------------|
| <u>Pay Grade AB20</u> | | \$152.47 | \$190.60 (3% GPI = \$5.72) | \$228.71 |
| 226 | Accountant (Business Office) | | | |
| 226 | Accountant (Payroll Office) | | | |
| 226 | Accountant (Grant) | | | |
| 226 | Accountant (Position Inventory Control) | | | |
| 226 | Cost Analyst | | | |
| 226 | Fixed Asset and Reporting Accountant | | | |
| 226 | Tax Office Specialist | | | |
| <u>Pay Grade AB21</u> | | \$175.34 | \$219.18 (3% GPI = \$6.58) | \$263.02 |
| 226 | Certification Specialist | | | |
| 226 | School Audit Officer | | | |
| 226 | Senior Accounts Payable Clerk/Travel Specialist | | | |
| <u>Pay Grade AB22</u> | | \$201.65 | \$252.05 (3% GPI = \$7.56) | \$302.46 |
| 226 | Accounting Supervisor | | | |
| 226 | Accounts Payable Supervisor | | | |
| 226 | Payroll Supervisor | | | |
| 226 | Salary Supervisor | | | |
| <u>Pay Grade AB23</u> | | \$217.77 | \$272.21 (3% GPI = \$8.17) | \$326.67 |
| 226 | Coordinator, Campus Finances | | | |
| 226 | Coordinator of District Budget | | | |
| 226 | Coordinator of Community Relations and HRS | | | |
| 226 | Director, Early Head Start | | | |
| 226 | Foundation and Special Events Coordinator | | | |
| 226 | Manager, Warehouse Services | | | |
| 226 | Purchasing Coordinator | | | |
| <u>Pay Grade AB24</u> | | \$235.20 | \$293.99 (3% GPI = \$8.82) | \$352.79 |
| 226 | Director, Education Foundation | | | |
| 226 | Maintenance Supervisor | | | |
| <u>Pay Grade AB25</u> | | \$254.01 | \$317.51 (3% GPI = \$9.53) | \$381.02 |
| 226 | QA/QC Manager | | | |
| <u>Pay Grade AB26</u> | | \$274.33 | \$342.92 (3% GPI = \$10.29) | \$411.50 |
| 226 | Director, Communications | | | |
| 226 | Director, Energy Management & Utility | | | |
| 226 | Director, Student Nutrition | | | |
| 226 | Director, Transportation | | | |
| 226 | Director, Grounds | | | |
| 226 | Tax Assessor/Collector | | | |
| <u>Pay Grade AB27</u> | | \$296.28 | \$370.35 (3% GPI = \$11.11) | \$444.43 |
| 226 | Director, New Facilities & Planning | | | |
| <u>Pay Grade AB28</u> | | \$319.99 | \$399.98 (3% GPI = \$12.00) | \$479.98 |
| 226 | Senior Director, Payroll Services | | | |
| 226 | Senior Director, Risk Management & Non-Exempt Services and Election Administration | | | |
| <u>Pay Grade AB29</u> | | \$345.59 | \$431.98 | \$518.38 |



Galena Park ISD
 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.



Galena Park ISD
 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: To: _____ Address: _____ City, State, Zip: _____ Phone: _____ | Applicant Information: _____ 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

| | 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.



Galena Park ISD
 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.

| <u>Reference Information:</u> | <u>Applicant Information:</u> |
|-------------------------------|-------------------------------|
| 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.

226 Executive Director, Business Services (3% GPI = \$12.96)
226 Executive Director, Security & Technology/Chief of Police

Pay Grade AB30

| | | | | |
|-----|--|-----------------|--------------------|-----------------|
| | | \$373.20 | \$465.53 | \$559.83 |
| 226 | Assistant Superintendent, Operations | | (3% GPI = \$13.97) | |
| 226 | Assistant Superintendent, Human Resource & Communication Services | | | |
| 226 | Chief Financial Officer/Assistant Superintendent, Finance and Compliance | | | |

on

6/11/2013



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

Administrative Business 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 | Yes | No | |

If no, when is your scheduled fingerprinting appointment? _____

(May not begin your work assignment without meeting this requirement.)

Part B Forms

- | | | | | |
|----|---|-----|----|--|
| 1. | Letter of Reasonable Assurance | Yes | No | |
| 2. | Reference Forms: Have you provided your three references with the reference form and a stamped envelope? | Yes | No | |

3. 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 |

4. Service Records as appropriate for your school District work experience

Please list District(s):

| | | | |
|-------|-----|----|----|
| _____ | Yes | No | NA |
| _____ | Yes | No | NA |

Note:

- **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.**
- **Make note of missing documents and turn them in immediately.**

Employee Signature: _____ Date: _____