

Part B

Administrative Professional Information and Checklist

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

Administrative Professional Information and Checklist

Administrative Professional Salary Schedule

Reference Form (3 required)

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

- If you hold a certificate issued by the State Board for Educator Certification, you must download a recent copy of your Texas Certificate from the State Board for Educator Certification (SBEC) at <https://secure.sbec.state.tx.us/SBECOnline/login.asp>. For assistance call SBEC at 1 512 463 9374 or “chat” found at www.tea.state.tx.us/sbecchat.aspx. Please update your on line information if you have changed addresses, phone number or e-mail address. Bring your certificate with you when you come to complete your hiring paper work.
- **If you are a recently certified** and have passed all required tests but have not yet secured your state certificate, contact your university for their directions on how to proceed in applying for your new credentials. You must bring documentation that you have been recommended for certification by your university if that is a requirement for the job that you have accepted. Go ahead and apply and pay for your certificate prior to your appointment at HRCS. This documentation can be downloaded from the SBEC website when you apply for your new certificate. Refer to the website above.
- Diagnosticians and speech pathologists must provide a copy of their licenses.
- **Official transcripts** from all universities or colleges that you have attended. Please bring one extra Xerox copy for your personnel file. If you are a recent graduate and your degree has not yet been posted, ask your university when it will be posted so that you can request a copy with your degree conferred. We must have your official transcript as soon as it is posted.

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

		Daily Rate		
		<u>Min</u>	<u>Mid</u>	<u>Max</u>
<u>Pay Grade AP10</u>		\$152.47	\$190.60	\$228.71
226	Advanced Placement Coordinator		(3% GPI = \$5.72)	
220	Youth Substance Abuse Intervention Counselor			
187	LVN Campus Nurse			
187	LVN Itinerant Nurse			
<u>Pay Grade AP11</u>		\$175.34	\$219.18	\$263.02
226	Specialist, EHS Educational		(3% GPI = \$6.58)	
226	Specialist, Fatherhood and Partnerships			
226	Specialist, PEP			
<u>Pay Grade AP12</u>		\$201.65	\$252.05	\$302.46
			(3% GPI = \$7.56)	
<u>Pay Grade AP13</u>		\$217.77	\$272.21	\$326.67
207	Assistant Principal, Elementary		(3% GPI = \$8.17)	
225	Coordinator, Career & Technology			
215	Coordinator, Fine Arts (Secondary)			
225	Coordinator, Migrant Education Program			
225	Coordinator, Secondary Science and Health			
220	Coordinator, Social Services			
225	Coordinator, Special Education-Appraisal & Compliance			
225	Coordinator, Special Education-Support Services & Compliance			
220	Coordinator, Student Support Services			
215	Coordinator, Academic Support and Educational Research			
226	Program Director for Student Support, Parent Involvement and PEP Center			
<u>Pay Grade AP14</u>		\$235.20	\$293.99	\$352.79
207	Assistant Principal, Middle School		(3% GPI = \$8.82)	
195	Diagnostician			
192	Speech-Language Pathologist			
195	LSSP			
187	Occupational Therapist			
187	Physical Therapist			
<u>Pay Grade AP15</u>		\$254.01	\$317.51	\$381.02
210	Assistant Principal, High School		(3% GPI = \$9.53)	
210	Assistant Principal, ACE			
210	Assistant Principal, CFS			
226	Associate Principal, High School - Curriculum			
226	Associate Principal, High School - Operations			
220	Coordinator, Athletics-Head Football			
220	Coordinator, Gifted & Talented			
226	Coordinator, Elementary Mathematics			
210	Coordinator, Special Programs			
226	Coordinator for Staff Development			
226	Coordinator for Educational Support			
225	Program Director, K-5 Science			
226	Program Director, Instructional Technology			
226	Program Director, Initiatives and Grants			
225	Program Director, Language Arts-Elementary			
225	Program Director, Language Arts-Secondary			
225	Program Director, Secondary Math			
225	Program Director, Secondary Science			



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.



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 Human Resource and Communication Services
 14705 Woodforest Boulevard
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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

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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

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Galena Park ISD
 Human Resource and Communication Services
 14705 Woodforest Boulevard
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 Date

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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

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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.

225 Program Director, Social Studies
 225 Program Director, Student Support & Parent Involvement

Pay Grade AP16

		\$274.33	\$342.92	\$411.50
226	Principal, Elementary School		(3% GPI = \$10.29)	
226	Director, Staff Development			
226	Director, Secondary ESL/New Arrival/Foreign Language			
226	Director, Elementary PK-5th/Bilingual/Two-Way Program			
226	Director, Fine Arts and Academic Enrichment			
226	Director, Instructional Measurement and Accountability			
226	Director, Special Education Appraisal & Compliance			
226	Director, Special Education Curriculum & Instruction			

Pay Grade AP17

		\$296.28	\$370.35	\$444.43
226	Principal, Middle School		(3% GPI = \$11.11)	
226	Principal, Alternative School			
226	Director, Athletics			
226	Director, Career & Technology Education			
226	Director, Elementary Mathematics and Science			
226	Director, Security, Emergency Management			
226	Director, Foundations			

Pay Grade AP18

		\$319.99	\$399.98	\$479.98
226	Principal, High School		(3% GPI = \$12.00)	
226	Senior Director, School Operations			
226	Senior Director, Math and Science			
226	Senior Director, Language Arts, Social Studies and School Administration			
226	Senior Director, Response to Intervention and Special Programs			
226	Senior Director, Educational Support			
226	Senior Director, Human Resource Services-Elementary			
226	Senior Director, Human Resource Services-Secondary			
226	Senior Director, Technology			

Pay Grade AP19

		\$345.59	\$431.98	\$518.38
226	Executive Director for Educational Support		(3% GPI = \$12.96)	
226	Executive Director for Special Programs			

Pay Grade AP20

		\$373.20	\$465.53	\$559.83
226	Assistant Superintendent, Special Programs		(3% GPI = \$13.97)	
226	Assistant Superintendent, Curriculum and Instruction & School Administration			
226	Assistant Superintendent, Educational Support & School Administration			
226	Special Assistant to the Superintendent and Community Liaison			

- **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 ideal is to have this document when you come in to submit your paper work.
- **See Part C for other forms that you may need.**



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

Administration Professional 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? _____

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

Part B Forms:

- | | | | | |
|----|---|-----|----|--|
| 1. | Reference Forms:
Have you provided your three references with a reference form and a stamped envelope? | Yes | No | |
|----|---|-----|----|--|

2. Certificate or license as issued by the state.
(If recently applied, provide appropriate documentation of application) 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 if possible.**

Employee Signature: _____ Date: _____