

Part B

Counselors and Librarians Information and Checklist

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

Counselor and Librarian Information & Checklist
Counselor and Librarian Salary Schedule
Reference Form (3 required)

- Download a copy of your **certificate** by going online to the State Board of Educator Certification (SBEC) at <https://secure.sbec.state.tx.us/SBECOnline/login.asp>, call 1-512-936-8400 or use an online “chat” at: www.tea.state.tx.us/sbecchat.aspx if you need assistance in doing this. We need a recent copy of your credentials.

If you have only recently finished your certification program and your credentials are still pending, please bring verification of your certification status such as a letter from your university stating that you have passed all tests and completed all requirements and that you will or have been recommended for your new certificate.

If you are currently working towards certification in this area you must call and make an appointment to see certification staff for a conference at (832) 386-1206.

Please bring your deficiency plan on a P form and copies of your current course work. We must determine if you meet permit requirements.

- Counselors need:
- 24 semester hours of graduate level credit, including 12 semester hours in guidance and counseling
 - Have three years of classroom teaching experience
- Librarians need:
- 6 semester hours directly related to the basic competencies required of learning resources personnel
 - Have one year of creditable teaching experience

If you are out of state certified, please see the information under teachers lacking certification under Part B for information regarding our state’s requirements for out of state certificates.

- **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.

- **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 **HRC**.

- **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 a request letter and other service documents that you may need if out of state.
- **See Part C for other forms that you may need.**



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

Counselors and Librarians

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 & a stamped envelope? | Yes | No |
| 2. | Certificate or license as required for your position | Yes | No |

COUNSELOR SCHEDULE**Galena Park ISD
Counselors and Librarians
2013-14 School Year**

2012-13 Step	2012-13 Base Salary	2013-14 Salary Increase	2013-14 Step	2013-14 Base Salary	2013-14 *Daily Rate
		500	0	46,850	250.53
0	46,350	1,000	1	47,350	253.21
1	46,350	1,800	2	48,150	257.49
2	47,150	1,800	3	48,950	261.76
3	47,650	1,800	4	49,450	264.44
4	48,645	1,800	5	50,445	269.76
5	48,895	1,800	6	50,695	271.10
6	48,946	1,800	7	50,746	271.37
7	49,049	1,800	8	50,849	271.92
8	49,410	1,800	9	51,210	273.85
9	50,271	1,800	10	52,071	278.45
10	51,192	1,800	11	52,992	283.38
11	52,094	1,800	12	53,894	288.20
12	52,978	1,800	13	54,778	292.93
13	53,404	1,800	14	55,204	295.21
14	53,613	1,800	15	55,413	296.33
15	53,831	1,800	16	55,631	297.49
16	55,717	1,800	17	57,517	307.58
17	57,026	1,800	18	58,826	314.58
18	57,907	1,800	19	59,707	319.29
19	58,442	1,800	20	60,242	322.15
20	58,652	1,800	21	60,452	323.27
21	58,862	1,800	22	60,662	324.40
22	59,072	1,800	23	60,872	325.52
23	59,349	1,800	24	61,149	327.00
24	60,044	1,800	25	61,844	330.72
25	60,642	1,800	26	62,442	333.91
26	61,646	1,800	27	63,446	339.28
27	62,180	1,800	28	63,980	342.14
28	63,249	1,800	29	65,049	347.86
29	64,316	1,800	30	66,116	353.56
30	65,385	1,800	31	67,185	359.28
31	66,453	1,800	32	68,253	364.99
32	67,522	1,800	33	69,322	370.71
33	68,591	1,800	34	70,391	376.42
34	69,660	1,800	35	71,460	382.14
35	70,729	1,800	36	72,529	387.86
36	71,798	1,800	37	73,598	393.57
37	72,867	1,800	38	74,667	399.29
38	73,936	1,800	39	75,736	405.01
39	75,005	1,800	40	76,805	410.72
40	76,074	1,800	41	77,874	416.44
41	77,143	1,800	42	78,943	422.16
42	78,212	1,800	43+	80,012	427.87
43+	79,281				

* Base salary is calculated on 187 days.

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

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.



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

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

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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.

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. If a recent graduate or certification is pending:

- Documentation of your status (i.e., university letter) Yes No
- HRCS conference & certification form (completed by the appropriate HRS certification staff) Yes No

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

Please list District(s):

_____	Yes	No	NA
_____	Yes	No	NA

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: _____