

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 | |

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: _____