



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

Instructional Aide Reference Form

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
Willingness to work hard (self-disciplined)						
Communication skills						
Ability to plan, organize, and complete projects						
Relationship with co-workers and supervisors						
Dependability						
Detailed oriented						
Technical skills						
Over-all job performance						

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
Instructional Aide Job Classification
2013-2014**

		<u>Min.</u>	<u>Daily Rate</u>	
			<u>Mid.</u>	<u>Max.</u>
<u>Pay Grade IA 60</u>		\$71.55	\$87.75	\$103.95
185	Aide, Classroom (all other titles)		(3% GPI = \$2.63)	
185	Aide, Bilingual/Pre-Kindergarten			
185	Aide, Pre-Kindergarten			
<u>Pay Grade IA61</u>		\$75.81	\$93.00	\$110.20
185	Aide, Career & Technology Education-Classroom		(3% GPI = \$2.79)	
185	Aide, Center for Success/ACE-Classroom			
185	Aide, Communication Special Education			
185	Aide, Library Aide Instructional			
185	Aide, Life Skills Special Education			
185	Aide, Pass Special Education			
185	Aide, PPCD Special Education			
185	Aide, Special Education Classroom (Inclusion/Content Mastery/Resource			
<u>Pay Grade IA62</u>		\$80.38	\$98.62	\$116.88
226	Early Head Start Educare Teacher		(3% GPI = \$2.96)	
185	Child Care Aide*			
		\$91.84*	\$112.71*	\$133.57*
			(3% GPI = \$3.38)	
<u>Pay Grade IA63</u>		\$7.79	\$8.96	\$10.30
185	Homegrown		(3% GPI = \$0.27)	
<u>Pay Grade IA64</u>				
187	ISS Monitor	\$83.74		
187	ISS Monitor, Degreed	\$101.50	(3% GPI = \$3.05)	
187	ISS Monitor, Certified	\$111.65		

***Based on an 8 hour day and paid by grant funds**

MEMORANDUM
ASSOCIATE SUPERINTENDENT OF HUMAN RESOURCES AND COMMUNICATION SERVICES

TO: NEW GALENA PARK ISD EMPLOYEE

FROM: ARNOLD RAMIREZ

SUBJECT: LETTER OF REASONABLE ASSURANCE - FULL TIME EMPLOYEE

DATE: 2013-2014 SCHOOL YEAR

**ACTION
REQUIRED**

Please accept this statement of reasonable assurance of employment in our District beginning August of 2013, in accordance with the provision of the Texas Unemployment Compensation Act.

Nothing contained herein construes an employment contract. Your continued employment is on an "at-will" basis. At-will employees may resign or be terminated at any time for any reason or no reason, except for legally impermissible reasons.

By virtue of this notice, please understand that you are not eligible for unemployment compensation benefits during any scheduled school breaks including, but not limited to, the summer, Christmas, and spring vacations. This assurance is contingent upon continued school operations and will not apply in the event of any disruption that is beyond the control of the district (i.e., lack of school funding, natural disasters, court-orders, public insurrections, war, etc.).

Your services on behalf of the children of the District are appreciated.

Sincerely,

Arnold Ramirez

(DO NOT DETACH)

Bring this completed form with you during your scheduled HRCS appointment.

Name (Print)

Date

Signature

Social Security Number

Address

Telephone No.

City

State Zip Code



GALENA PARK INDEPENDENT SCHOOL DISTRICT

14705 Woodforest Houston, Texas
77015
Ofelia Garza
Senior Director Human Resource
Services – Elementary

Educational Aide Certificate Information

To: Instructional Aides, Homegrown and ISS Monitors
From: Ofelia Garza
RE: Educational Aide Certificate Information

Please print all areas below so that we can enter this information in recommending you for your required Educational Aide Certificate with the State Board for Educator Certification (SBEC). Bring this completed form to HRCS prior to your paper work appointment. We must enter this information into the SBEC system before you can apply for your standard educational aide certificate. Once we recommend you for this certificate you must then go online and apply for your certificate and complete the fingerprinting process.

First Name _____

Middle Name _____

Last Name _____

Maiden Name _____

Date of Birth _____

Email Address _____

Campus _____

S.S.# _____

**Return to Danielle Castro
at HRCS immediately**



GALENA PARK INDEPENDENT SCHOOL DISTRICT

14705 Woodforest Houston, Texas 77015
Phone: 832-386-1229
Fax: 832-386-1450
Ofelia Garza
Senior Director of Human Resource Services-
Elementary

Educational Aide Certificate Information

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First Name _____

Middle Name _____

Last Name _____

Maiden Name _____

Date of Birth _____

Email Address _____

Campus _____

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**Return to Danielle Castro
at HRCS Immediately**

Instructional Aides, Homegrown and ISS Monitors SBEC Online Educational Aid III Certification Procedures

The *State Board for Educator Certification* has a certification process referred to as “SBEC-Online”. This is the method you will use to create a user account and complete your application for your Educational Aid III Teaching Certificate.

Questions or Problems with the Process? Please call SBEC at 1-512-463-9374

This is what you will need:

- ✓ Access to the internet
- ✓ An e-mail account (if you do not have one, you can sign up for one in this process)
- ✓ Access to a printer

Instructions: Once HRCS enters your data from your “Educational Aide Certificate Information” form you are then able to follow the steps below.

Step 1: Access the SBEC website: <https://pryor.tea.state.tx.us/TSP/TEASecurePortal/Access/LogonServlet>

Step 2: Select “Request New User” if you are new (or login if you have already created an account)

Step 3: Enter all required information; select search

Pay careful attention to information you enter on this page, as it is stored exactly as it is typed, and some parts of it are difficult to change once entered.

Step 4: TEA will email you your username and temporary password

Step 5: Enter a User Name, Password, Reminder Question and Answer; Select Continue

Step 6: Select Educator (in blue letters)

Step 7: Select - Educational Aid III Certification

Step 8: Select - Apply for Certification

Step 9: Answer the questions regarding your background
Select the name of our District (Galena Park ISD)
Type your certification area; Select Apply

Step 10: You will need to pay the \$32.00 application fee by major credit card or by electronic check

Step 11: Select “View Printable Remittance Form”; **Print** the form
Make a note of your Fee Remittance ID Number
Select “Continue and Close”; Select Continue

Step 12: You will now be on the “Application Status” page and you should proceed to apply for you certification and pay for fingerprinting.



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