Part B

Instructional Aide Information and Checklist

Click here to download all forms below or click each form separately

Instructional Aide Information and Checklist
Instructional Aide Salary Schedule
Letter of Reasonable Assurance
Reference Forms (3 copies)
Recommendation for HRCS
SBEC Certification Procedures

In addition to the forms in Part A and B, you will need to provide the following documents to HRCS:

- Documentation of your high school diploma or GED

- Transcripts with a minimum of 48 college hours or documentation of having passed the instructional aide (paraprofessional aide) proficiency test.

- Instructional Aides, Homegrown and In School Suspension Monitors must apply for their Educational Aide Certificate as required by the State Board for Educator Certification (SBEC).

- The Educare and PEP Center teachers do not require an SBEC certificate but must complete fingerprinting requirements.

- **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 request forms.

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

Instructional Aide 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:

____ Not required for my situation Part A
____ Yes
____ No
If no, when is your scheduled appointment?
_____

<u>Part B Forms</u>

1.	Reference Forms: Have you provided your three references with the reference form and a stamped envelope?	Yes	No
2.	High School Diploma or GED	Yes	No
3.	Letter of Reasonable Assurance	Yes	No

4. Transcripts or Proficiency Test Certificate (excludes Educare and PEP aides)

College _____ Hrs Completed _____ Yes No NA

College _____ Hrs Completed _____ Yes No NA

Total Hrs: _____

Or

Paraprofessional Proficiency Test Certificate Yes No NA

5. Copy of SBEC Standard Instructional Aide Certificate Yes No (NA Educare/ PEP Teachers)

Or

Paid application receipt Yes No

Applied at HRCS

6. Recommendation for HRCS (required if employee has not yet secured the Standard Educational Aide Certificate through SBEC) Yes No NA

You must first complete the Educational Aide Certificate Information Form and have us preapprove you. Bring this form to our office today.

7. 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 <u>all</u> required documents.**
- **Make a copy of all forms that you will turn into HRCS <u>prior</u> to your scheduled appointment.**

Employee Signature: _____ Date: _____