

Part B

Nurses and Texas Certified Teacher Information and Checklist

1. Nurse, Texas Teacher Certified or a recent Texas teacher graduate whose certificate is pending (all tests have been passed)

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

Teachers and Nurses Information & Checklist
Teacher/Nurse Salary Schedule
Reference Forms (3 copies)
Staff Development Schedules

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

- Texas teachers must download a recent copy of their Texas Teacher 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 any changes in address, phone number or e-mail address.
- **If you are a recent teacher graduate** and have passed all required tests but have not yet secured your teaching certificate, contact your university for their directions on how to proceed in applying for your standard certificate. You must bring documentation that you have been recommended for certification by your university. 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 standard certificate. If this is your first credential application with SBEC, you will be required to complete a fingerprinting process. **If you have previously been issued a paraprofessional certificate or any other certificate by SBEC, fingerprinting is not necessary. Please refer to additional fingerprinting information from our recruitment director.**
- Nurses are to bring in a copy of their nursing license.
- **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

TEACHER SCHEDULE

**Galena Park ISD
Teachers and Nurses
2013-14 School Year**

2012-13 Step	2012-13 Base Salary	2013-14 Salary Increase	2013-14 Step	2013-14 Base Salary	2013-2014 *Daily Rate
		500	0	45,500	243.32
0	45,000	1,000	1	46,000	245.99
1	45,000	1,800	2	46,800	250.27
2	45,800	1,800	3	47,600	254.55
3	45,950	1,800	4	47,750	255.35
4	46,100	1,800	5	47,900	256.15
5	46,250	1,800	6	48,050	256.95
6	46,875	1,800	7	48,675	260.29
7	47,075	1,800	8	48,875	261.36
8	47,275	1,800	9	49,075	262.43
9	47,475	1,800	10	49,275	263.50
10	47,675	1,800	11	49,475	264.57
11	48,675	1,800	12	50,475	269.92
12	49,125	1,800	13	50,925	272.33
13	49,575	1,800	14	51,375	274.73
14	50,025	1,800	15	51,825	277.14
15	50,475	1,800	16	52,275	279.55
16	51,875	1,800	17	53,675	287.03
17	52,375	1,800	18	54,175	289.71
18	52,875	1,800	19	54,675	292.38
19	53,375	1,800	20	55,175	295.05
20	53,875	1,800	21	55,675	297.73
21	55,675	1,800	22	57,475	307.35
22	56,225	1,800	23	58,025	310.29
23	56,875	1,800	24	58,675	313.77
24	57,325	1,800	25	59,125	316.18
25	57,850	1,800	26	59,650	318.98
26	59,050	1,800	27	60,850	325.40
27	59,625	1,800	28	61,425	328.48
28	60,150	1,800	29	61,950	331.28
29	60,675	1,800	30	62,475	334.09
30	61,200	1,800	31	63,000	336.90
31	62,400	1,800	32	64,200	343.32
32	62,975	1,800	33	64,775	346.39
33	63,500	1,800	34	65,300	349.20
34	64,025	1,800	35	65,825	352.01
35	64,550	1,800	36	66,350	354.81
36	65,075	1,800	37	66,875	357.62
37	65,625	1,800	38	67,425	360.56
38	66,175	1,800	39	67,975	363.50
39	66,725	1,800	40	68,525	366.44
40	67,275	1,800	41	69,075	369.39
41	67,825	1,800	42	69,625	372.33
42	68,375	1,800	43	70,175	375.27
43	68,925	1,800	44	70,725	378.21
44	69,475	1,800	45	71,275	381.15
45	70,025	1,800	46+	71,825	384.09
46	70,575				

* Base salary is calculated on 187 days.

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

Teachers with a Masters Degree receive an additional \$2,000.

Teachers with a Doctorate Degree receive an additional \$4,000

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

Please return this form to our office in the stamped envelope that you received from the applicant.

Galena Park ISD Staff Development Calendar 2013-2014

<i>August 14, 2013 (Wednesday)</i>	<i>New Teacher Campus Orientation @ Home Campus</i>
<i>August 15, 2013 (Thursday)</i>	<i>New Teacher "Welcome" /CHAMPS, HRS @ Zotz Center</i>
<i>August 16, 2013 (Friday)</i>	<i>New Teacher SIOP/ ELPS Content @ Zotz Center</i>
<i>August 16, 2013 (Friday)</i>	<i>Librarian District Staff Development Day</i>
<i>August 19, 2013 (Monday)</i>	<i>Campus Staff Development Day</i>
<i>August 20, 2013 (Tuesday)</i>	<i>Elementary District Staff Development Day Secondary Campus Staff Development Day</i>
<i>August 21, 2013 (Wednesday)</i>	<i>Secondary District Staff Development Day Elementary Campus Staff Development Day</i>
<i>August 22, 2013 (Thursday)</i>	<i>Staff Development</i>
<i>August 23, 2013 (Friday)</i>	<i>Staff Development</i>
<i>October 14, 2013 (Monday)</i>	<i>District Staff Development Day</i>
<i>January 6, 2014 (Monday)</i>	<i>Campus Staff Development Day</i>
<i>February 17, 2014 (Monday)</i>	<i>To be Determined</i>
<i>April 12, 2014 (Saturday)</i>	<i>Campus Day Flex day optional</i>
<i>June 6, 2014 (Friday)</i>	<i>Campus Day</i>

Early Release Days for *All Campuses*

<i>December 20, 2013</i>	<i>Campus Day</i>
<i>June 5, 2014</i>	<i>Campus Day</i>

High School only Late Arrival Days

<i>September 18 and 25, 2013</i>	<i>Campus Day</i>
<i>October 2, 9 and 30, 2013</i>	<i>Campus Day</i>
<i>November 6, 13 and 20, 2013</i>	<i>Campus Day</i>
<i>January 15, 22 and 29, 2014</i>	<i>Campus Day</i>
<i>February 5, 12, 19, and 26, 2014</i>	<i>Campus Day</i>
<i>March 19 and 26, 2014</i>	<i>Campus Day</i>
<i>April 9, 16 and 30, 2014</i>	<i>Campus Day</i>

SBEC Credit may be given for District/Campus Training. GPISD Credit only may be given to Campus/Department meetings. (Everything must be entered in Eduphoria and copies of: agenda, sign-in sheet, and survey summary must be submitted to Staff Development Office. Attn: Mary L. Ramirez/ZOTZ Center)

REVISED: 5-14-13

**GPISD
New Teacher Academy
2013-2014**

- | | |
|------------------|---|
| August 14 | Campus Orientation (<i>Home Campus</i>)
8:00-4:15pm |
| August 15 | Welcome / HR &CHAMPS Training (<i>Zotz</i>)
8:00am - 4:15pm |
| August 16 | Content SIOP/ELPS Training (<i>Zotz</i>)
8:00am - 4:15pm |
| August 19 | All Teachers report to their campuses |

Required On-Line Courses to be completed prior to due date:

- **PDAS through responsivelearning.com** no later than Sept. 9, 2013
- **REACH Diversity Training through Eduphoria** no later that Oct. 7, 2013

❖ ***As soon as your principal completes their paperwork you will receive an email account that will allow you to access these courses.***



Galena Park Independent School District

14705 Woodforest Blvd. Houston, TX 77015 Phone: (832) 386-1028
Fax: (832) 386-1433

Dr. Wanna Giacona
Executive Director for Special Programs

To: Bilingual/ESL Teachers
From: Dr. Wanna Giacona
Ref: Staff Development
CC: Principals
Date: May 22, 2013

I would like to take this opportunity to welcome you to Galena Park I.S.D.! The Bilingual/ESL Department looks forward to working closely with each of you throughout the school year. Please contact me if I can be of any assistance.

One of the district requirements for receiving your Bilingual or ESL stipend is that you attend 6 additional hours of staff development in the area of bilingual/ESL during the school year. We do provide opportunities for this requirement to be met through trainings in our department.

Our first training to meet this requirement will be on:

June 21, 2013 – Location Joyce Zotz Center 8:30 – 3:30
Title: High Trust Classroom

OR

August 12, 2013 - Location Normandy Crossing Elementary 8:30 – 3:30
Title: Success for Struggling Students

OR

August 13, 2013 – Location Normandy Crossing Elementary 8:30 – 3:30
Title: Success for Struggling Students

If you have any questions, please contact me at wgiacona@galenaparkisd.com

We look forward to meeting you and working with you!



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 Human Resource and Communication Services
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 Houston, TX 77015

Professional Recommendation

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 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: _____
 Address: _____
 City, State, Zip: _____
 Phone: _____

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

	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.						
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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.



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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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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.

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**

Nurses and Texas Certified Teachers 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
- 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

4. If a recent graduate:

• Letter from University verifying your certification status	Yes	No
• Passing Test Scores – List tests:		
_____	Yes	No
_____	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: _____