

Part B

Technology Information and Checklist

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

Technology Information and Checklist
Technology Salary Schedule
Letter of Reasonable Assurance
Reference Forms (3 Required)

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

- Certificate or license required (if any) by the position that you have accepted
- Transcripts of any college or university work completed
- HS Diploma or GED
- **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 ideal is to have this document when you come in to submit your paper work. See Part C for service request letters.
- **See Part C for any additional forms that you may need.**

**Galena Park ISD
 Technical Operations Job Classification
 2013-2014**

		Daily Rate	
		<u>Min.</u>	<u>Mid.</u>
<u>Pay Grade T30</u>			
226	Telephone Support Analyst	\$101.54	\$123.83
226	Help Desk Analyst		(3% GPI = \$3.
<u>Pay Grade T31</u>			
226	Computer Network Technician I	\$126.93	\$154.79
226	Technology Specialist		(3% GPI = \$4.
<u>Pay Grade T32</u>			
226	Computer Network Technician II	\$151.04	\$184.20
			(3% GPI = \$5.5
<u>Pay Grade T33</u>			
226	Student Applications Specialist	\$173.70	\$211.83
226	Business Applications Specialist		(3% GPI = \$6.3
226	Computer Network Tech III		
<u>Pay Grade T34</u>			
226	Systems and Planning Analyst	\$199.76	\$243.61
226	Computer Programmer I		(3% GPI = \$
226	District Web Master		
226	Business Applications Coordinator		
226	Student Information Systems Analyst		
<u>Pay Grade T35</u>			
234	Network Manager	\$229.72	\$280.15
226	Student Information Systems Coordinator		(3% GPI = \$
<u>Pay Grade T36</u>			
226	Computer Programmer II	\$267.40	\$322.17
226	Coordinator, Technology Services		(3% GPI = \$9.6
226	Senior Programmer		



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

Technical 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 Resources 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
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

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 Date

 Phone Number

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Max.

\$146.12

71)

\$182.65

64)

\$217.36

53)

\$249.96

55)

\$287.46

7.31)

\$330.58

8.40)

\$376.94

7)



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

Technology 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: | | | |

____ 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 and a stamped envelope? | Yes | No |
|----|---|-----|----|

- | | | | | |
|----|--|-----|----|----|
| 2. | Certificate or license as required for your position | Yes | No | |
| 3. | High School Diploma or GED | Yes | No | |
| 4. | Transcripts (if any) | Yes | No | NA |
| 5. | Letter of Reasonable Assurance | Yes | No | |
| 6. | 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: _____