

Part B

Instructional Aide Information and Checklist

Instructional Aide Information and Checklist
SBEC Certification Procedures
Educational Aide Certificate Information

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

- Documentation of your high school diploma or GED. Must be able to provide original. All GED and Alternative HS diplomas must be Texas Education Agency (TEA) approved.
- Transcripts with a minimum of 48 college hours or documentation of having passed the instructional aide (paraprofessional aide) proficiency test (original certificate of completion).
- 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.
- **Service Records - This is urgent!!!!** If your experience includes work in another school district, you must provide us with the original service record documentation for your school district work experience and your state sick/personal leave balance. Ideally, you will bring this document when you come in to submit your paper work.

See Part C for service request forms.



Galena Park ISD
Human Resource Services
14705 Woodforest Boulevard
Houston, Texas 77015

Instructional Aide Checklist

Name: _____ Position: _____

Date of HRS Appointment: _____ Time: _____

Please circle "Yes" to all forms that you are turning in to HRS.

- | | | | | |
|-----|--|-----|----|----|
| 1. | Social Security Card | 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. | Form Designation of Beneficiary | Yes | No | |
| 8. | Ethnicity Form | Yes | No | |
| 9. | Social Security Form SSA-1945 | Yes | No | |
| 10. | Direct Deposit Authorization and Voided Check | Yes | No | |

Part B Forms

- | | | | | |
|----|---------------------------------------|-----|----|--|
| 1. | High School Diploma or GED (original) | Yes | No | |
|----|---------------------------------------|-----|----|--|

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

College _____ Hrs Completed _____ Yes No NA

College _____ Hrs Completed _____ Yes No NA

Or

Total Hrs: _____

Paraprofessional Proficiency Test Certificate Yes No NA

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

Or

Paid application receipt Yes No

Applied at HRS

4. Recommendation for HRS (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.

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.**

Employee Signature: _____ Date: _____