

Part B

Administrative Professional Information and Checklist

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

Administrative Professional Information and Checklist

Administrative Professional Salary Schedule

Reference Form (3 required)

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

- If you hold a certificate issued by the State Board for Educator Certification, you must download a recent copy of your Texas 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 your on line information if you have changed addresses, phone number or e-mail address. Bring your certificate with you when you come to complete your hiring paper work.
- **If you are a recently certified** and have passed all required tests but have not yet secured your state certificate, contact your university for their directions on how to proceed in applying for your new credentials. You must bring documentation that you have been recommended for certification by your university if that is a requirement for the job that you have accepted. 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 new certificate. Refer to the website above.
- Diagnosticians and speech pathologists must provide a copy of their licenses.
- **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 Resources 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 other forms that you may need.**



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

Administration Professional 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 fingerprinting appointment? _____

(You may not begin your work assignment without meeting this requirement.)

Part B Forms:

- | | | | |
|----|---|-----|----|
| 1. | Reference Forms:
Have you provided your three references with a reference form and a stamped envelope? | Yes | No |
|----|---|-----|----|

2. Certificate or license as issued by the state. (If recently applied, provide appropriate documentation of application) 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

Yes No

4. Service Records as appropriate for your school District work experience

Please list District(s):

Yes No NA

Yes No NA

Note:

- **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.**
- **Make note of missing documents and turn them in immediately if possible.**

Employee Signature: _____ Date: _____

**Galena Park ISD
Administrative Business Job Classification
2010-2011**

<u>Pay Grade AB20</u>	<u># Days</u>		<u>Daily Rate</u>
(PG 1)	226	Accountant (Business Office)	<u>Min.</u>
	226	Accountant (Payroll Office)	\$150.22
	226	Accountant (Grant)	
	226	Accountant (Position Inventory Control)	2% = \$3.76
	226	Buyer	
	226	Cost Analyst	
	226	Deputy Tax Assessor/Collector	
	226	Fixed Asset and Reporting Accountant	
	226	Foundation and Special Events Coordinator	
<u>Pay Grade AB21</u>			\$172.75
(PG 2)	226	Coordinator, Parent and Volunteer Support	
	226	Travel Specialist	2% = \$4.32
<u>Pay Grade AB22</u>			\$198.67
(PG 3)	226	Accounts Payable Supervisor	
	226	Purchasing Agent	2% = \$4.97
<u>Pay Grade AB23</u>			\$214.55
(PG 4)	226	Coordinator, Campus Finances	
	226	Director, Early Head Start	2% = \$5.36
	226	Manager, Warehouse & Textbooks	
<u>Pay Grade AB24</u>			\$231.72
(PG 5)	226	Maintenance Supervisor	
			2% = \$5.79
<u>Pay Grade AB25</u>			\$250.26
(PG 6)	226	Asst. Director Maintenance/Energy Mgr.	
	226	QA/QC Manager	2% = \$6.26
<u>Pay Grade AB26</u>			\$270.28
(PG 7)	226	Director, Communications	
	226	Director, Compensation	
	226	Director, Foundation	2% = \$6.76
	226	Director, Student Nutrition	
	226	Director, Transportation	
	226	Tax Assessor/Collector	
	226	Director, Business Services	
	226	Director, Grounds	
	226	Director, Risk Management & Non-Exempt Services	
<u>Pay Grade AB27</u>			\$291.90
(PG 8)	226	Director, Finance & Budget/Internal Auditor	
	226	Director, New Facilities & Planning	2% = \$7.30
<u>Pay Grade AB28</u>			\$315.26
(PG 9)			2% = \$7.88
<u>Pay Grade AB29</u>			\$340.48
(PG 10)	226	Chief Financial Officer	
	226	Deputy Superintendent, Operations	2% = \$8.51
	226	Associate Superintendent, HR and Communication Svcs.	



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 Human Resources and Communication Services
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 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 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: _____

 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

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City, State, Zip: _____	Social Security Number _____
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