

Part B

Out of State Certified Teachers Information and Checklist

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

Out of State Certified Teacher Information and Checklist
Teacher and Nurse Salary Schedule
Reference Forms (3 copies required)
Staff Development Schedules
Out of State Instructions

Please read and follow “Instructions for Out of State Certified Teachers.”

In addition to any of the forms in Part A and those included in Part B above, you must bring the following:

- Copy of your state certificate
- **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

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 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 this form.
- **See Part C for other forms that you may need.**

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.

INSTRUCTIONS FOR OUT-OF-STATE CERTIFIED TEACHERS

- **Out-of-State Certified Teachers must apply for the Review of Credentials (approx. \$177.00) and One-Year Certificate (approx. \$52.00) prior or during their scheduled HRCS scheduled visit. The State Board for Educator Certification (SBEC) will review your submitted credentials and inform you of the Texas state tests that you will be required to take during your first year of teaching in Texas. This allows a teacher twelve (12) months to complete all appropriate TExES exams. You must go on line to the State Board of Educator Certification (SBEC) website (www.sbec.state.tx.us) to apply for this credential review and One-Year-Certificate. When you apply for this certificate, enter the date that all school employees begin the school year. Refer to the school calendar for this date. This calendar can be found on our homepage.**
- **When you go on line to apply for your initial credential in Texas, you will find that fingerprinting is required in our state for any teacher seeking initial credentials. Follow the directions found in your hiring paper work called “Fingerprinting Process”.**
- **Due to the No Child Left Behind federal legislation, out of state teachers are not considered to be “highly qualified” unless they have passed the appropriate content TExES test. Parents are notified by the campus principal, as required by NCLB when teachers are not “highly qualified”. You are required to visit the SBEC and make every effort to meet NCLB requirements if at all possible prior to the beginning of your employment. It is the content test that you are to take for meeting this requirement. You will have the rest of the year to take and pass the Pedagogy and Professional Responsibility (PPR) and any other test that you may want to take in order to hold the same certification areas as covered by your home state’s certificate.**
- **Note: To have your credentials reviewed, go the SBEC website and complete an Educator Profile, complete an on line application for review of credentials and submit appropriate documents by mail to SBEC. After your credentials have been reviewed, you will be mailed information regarding the tests that you are approved to take. You can then register to take your tests. You are not allowed to take any tests until you have been approved to do so by SBEC. Call SBEC at 1-512-463-9374 if there is a delay in their response to you regarding the review. Test dates during the year are limited.**
- **The website has information regarding out of state tests which may exempt you from taking some of our Texas exams. Refer to that website information for your particular state’s comparability. Specific guidelines for “Test Score/Passing Verification Release authorization Form” and Comparable Out-Of State Assessments” are found on that website.**
- **Each teacher on a One-Year Certificate must generally pass at least two (2) exams: Pedagogy and Professional Responsibilities (PPR) and one or more content exams. However, SBEC will evaluate your own state’s certification requirements to determine what tests, if any, that you will be required to take. The State Board for Educator Certification (SBEC) will contact you and inform you of which tests you must take. If you are not contacted within one month of your filing for your One-Year Certificate, call 1-512-463-9374 to inquire. We ask that you take the content test first if that test is required for you.**
- **Teachers on a One-Year Certificate for Bilingual, Spanish, or French may also need to pass the appropriate TOPT (an oral proficiency exam) during the validity of the One-Year Certificate.**

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 (Zotz)
8:00am - 4:15pm |
| August 16 | Content SIOP/ELPS Training (Zotz)
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!

- This district does not pay for materials or out of district study sessions but the following is a partial list of companies that provide study sessions or materials for these required tests:
 - a. Region 4 at www.esc4.net, click E-Catalog, search for TEXES or other test listing. You may also call (713) 744-6326 for information.
 - b. Study guides: www.texas.net or call (409) 962-3100
 - c. edpublishing@passthetexas.com or call (932) 578-1922
 - d. Preparation materials: www.texas.ets.org

The district may offer test reviews. You will be notified of the schedule.

- Once the One-Year Certificate expires, you must have passed all required tests in order to apply for your standard certificate. You will not be eligible to extend this one year certificate or any other permit. Your employment in the state of Texas will come to an end without meeting the requirements of the standard certificate. There is one exception: If you have passed all content tests but failed the Professional Development test, you may be eligible for a Non-renewable permit. Contact the HR Director that handles elementary or secondary certification employees.
- You may register on line for your tests at www.texas.ets.org. There are some tests that are available by computer and can be taken more frequently than the schedule of the paper and pencil administrations.
- Call the Information Support Center at 1-512-463-9374 if you have any questions regarding your certification. You may also use an online “chat” at: www.tea.state.tx.us/sbecchat.aspx.
- When you receive your passing test scores, please send a copy to the appropriate HRS Director. Once all required tests are passed, you must again go on line and apply for your “Standard Certificate”. You can once again charge the credential fee on-line and print up a “Remittance Form”. Send HRCS a copy of that form so that we will know that you have applied for your Standard Certificate. Once you receive your new standard certificate, please send us a copy of that certificate. We will enter your new credentials on our database and place a copy of your new standard certificate in your personnel file.

This is to certify that I understand my obligation to obtain a Texas certificate and have received a copy of these instructions. Failure to fulfill these requirements will result in loss of employment with Galena Park Independent School District.

Signature _____ Printed Name _____ School _____ Date _____

This is additional information that was provided by our certification officer at Region 4.....

At a recent training held at Region 4 ESC, a question came up about a change to the state exam registration system. In response to that question, I contacted SBEC to find out the exact process for Review of Credentials of out of state or out of country applicants and how that is tied to the registration system for the certification exams. Following is what was explained to me.

- 1) Out of state and out of country candidates will not be able to register for tests until the review of credentials is complete.
- 2) Once the review is complete and the letter is issued from SBEC stating what is needed for Texas certification, SBEC staff authorizes the person for the tests they will need to take.
- 3) The authorization to take tests is electronically tied to the letter issued from SBEC. So the test registration system will only you to register for the exams SBEC authorizes based upon the review. If you choose the testing route for “Out of State,” you will only be given the choice of the content exam and PPR exam that was approved by SBEC.
- 4) However, if you hold a One-Year certificate, technically you can register to add additional areas by exam. If you choose the route of “Certification by Exam,” you will see all possible content exams and can choose the one you need to be certified for their current assignment. They will not see any PPR exams under this “Certification by Exam” route to registration.
- 5) In order to complete a PPR exam, you will need to choose the testing route for “Out of State.”

Please keep in mind that if the district wants this candidate to pass another content exam other than what was authorized by SBEC, they will need to complete this exam and the PPR during the validity date of the One-Year Certificate in order to gain their standard certificate in the area.



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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.

<u>Reference Information:</u>	<u>Applicant Information:</u>
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.						
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RAPPORT WITH PEERS: Works in harmony with others as a team member.						
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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.



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

Out of State Certified Teacher 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. Documentation that you have applied for your credential review and one year certificate | Yes | No | |

(Download your paid statement from the SBEC website)

3. Copy of your state certificate Yes No

4. 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

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: _____