



2014-2015 Houston Independent School District Associate Teacher Position

Frequently Asked Questions (FAQs)

Who can apply for the Associate Teacher Position?

- Candidates (internal and external) that have a minimum of 60 semester college hours or an Associate Degree from an accredited college or university

I am a current HISD employee, how do I apply?

- All internal candidates must fill out a new application for the position, unless you are being recommended by an HISD Principal.
 - In this case a Principal must send our team an email stating the recommendation.
 - The email can be sent to associateteacher@houstonisd.org

What are the pay rates for the associate teacher position?

- Please [click here](#) for more information.

What are the steps to be hired as an Associate Teacher?

- Step 1
 - When available, please apply to the Associate Teacher link under Instructional Support Staff (through the Careers section of the HR website: <http://www.houstonisd.org/careers>).
 - Under Vacancies select > Instructional Support Staff > Associate Teacher
 - Complete the Application
 - Attach resume and cover letter
 - Your cover letter and resume are integral parts of the application and will be evaluated along with other application criteria
 - Cover letters should not state qualifications; a resume provides this information
 - Cover letters should include your philosophy for working with children and your interest(s) in doing so
 - Failure to express interest in teaching children and support schools can eliminate candidates from consideration
- Step 2

- HISD Recruitment Services reviews the applications for associate teachers on a rolling basis.
- The Recruitment Department will reach out to those candidates selected for interview.
 - Candidates selected for **interview** will receive communication through e-mail only. A valid, working e-mail address is **required** to complete the process. Ensure e-mails from Houston ISD are not missed by checking your Spam/Junk folders.
 - Candidates selected for **interview** will need to come to the interview with the following documents (clear photo copies accepted) available for submission:
 - Drivers License (or other government issued photo ID)
- Please **do not** contact Human Resources to check on the status of your application. At any time you may log back into your HISD Careers (application account) and check the status of your application.

- Step 3
 - Candidates selected for **hire** (contacted at a later date & time) will need to be cleared by the background department.

 - **Fingerprint Information:**
 - State Board of Educator Certification (SBEC) requires that all Associate Teachers must be fingerprinted.
 - Applicants who previously completed digital fingerprints through the State Board of Educator Certification (SBEC) results will be accessed and reviewed for eligibility; applicants will not be required to incur additional fingerprint cost.
 - Applicants not fingerprinted through SBEC, must pay \$51.59 for fingerprinting cost, when a job offer is made.
 - Applicants who need fingerprinting will be e-mailed details on how to schedule a fingerprint appointment. Upon receipt of the e-mail, applicants must schedule fingerprinting within seven (7) business days. Failure to meet the seven (7) business day timeline will result in rescinding of any pending job offer.
 - Questions (regarding fingerprinting only) may be directed to the Human Resources Department at 713-556-7343. Please do not call this number requesting information about application status.

- Step 4

- **Documentation Requirements**
 - Candidates that have completed their background process (contacted at a later date & time) will need to have additional documentation available for processing:
 - ✓ Social Security Card
 - ✓ Texas Teacher Certification documentation (if applying for Texas-Certified)
 - ✓ University Transcripts (showing degree conferred)
 - ✓ Proof of SBEC-recognized fingerprinting (see Fingerprint Information, above)
 - ✓ Letters of referral (current/previous employer, teaching program supervisor, ACP letter of recommendation, etc.)
 - ✓ Blank/Voided Check (necessary for setup of Direct Deposit)
- Step 5
 - All processed Associate Teachers must attend a training scheduled by our Onboarding department.

What happens if I am selected as an Associate Teacher for Houston ISD?

- If you are selected as an Associate Teacher, a member of Human Resources will reach out to you to invite you to be processed. At a later time you will pick up your Houston ISD Employee Number, Computer/Network password and other information.

I am in an Alternative Certification Program (ACP). Can I get hired as an Associate Teacher in HISD?

- Yes. If you have not completed your certification requirements (including student teaching or internship), please consider applying for the position of Associate Teacher - Degreed.

What happens if I am not selected as an Associate Teacher for Houston ISD?

- If you are not selected, you are encouraged to reapply to the Houston ISD Associate Teacher pool for the following school year.
- Due to the overwhelming number of applications received, individual feedback will not be provided to applicants.

How do I contact the Recruitment Department if I have questions?

- If you need your AESOP PIN Number or have questions about AESOP (as a user), please contact: subanswer@houstonisd.org
- Communication from Human Resources (for Associate Teacher issues) will typically come from AssociateTeacher@houstonisd.org. Please make sure to add this e-mail address to your approved senders so our e-mail does not go to your Spam/Junk folders.

How may I request employment verification as an Associate Teacher?

- Please feel free to contact the HISD Verification Line at (713) 556-7354