



# Human Resources

## Applicants Handbook

### 2017-18



Thank you for submitting your application to Texans Can Academies (TCA).

Texans Can Academies is a progressive, dynamic school district immersed in a family-centered community that blends multiple cultures where we embrace many nationalities.

We believe every member of our team contributes to our success. That's why we have an extensive support system for our employees. This includes resources, training opportunities and mentoring. We do this because we know it ultimately benefits students.

What makes Texans Can Academies strong is its people. We have teachers, educators, administrators and support staff who are dedicated, talented, and focused on the school district's mission to educate ALL students to become lifelong learners and productive citizens in a global society. It is a total team effort that includes the support of parents and the extended Texans Can Academies community.

**Richard Marquez**

CEO and President

## 1. Applying for a position

All Texans Can Academies jobs are posted on the [Texans Can Job Opportunities](#) website. The site is updated daily as needed. Minimum qualifications are listed for each job posting. A brief job description, closing date, beginning salary, working days, and other conditions of employment are also stated.

The Texans Can Academies application remains active for 5 months as of the submission date.

## 2. Creating/Updating the online profile

Information in the Texans Can Academies profile should be reviewed and updated regularly for accuracy. Key points to update include work experience, certification, references, degree(s), transcripts, and contact information. Changes will be reflected only after the applicant clicks the **Submit** button in the Submit section at the left. After updating the application, the data will reappear the next time the applicant logs in. Application for a job is a two-step process. After the profile is created/updated, applicants must go to the [Texans Can Job Opportunities](#) website and click on **Apply** to apply for any specific positions for which they wish to be considered.

## 3. Recovering my username and password

Go to [Texans Can Job Opportunities](#) click the “**I forgot my username or password**” link to recover login information or reset the password. Link will only appear once username and/or password are entered incorrectly.

#### **4. Completing the Texans Can Academies job application**

Applying for a position in Texans Can Academies requires that an applicant:

- a) complete/update your profile; and
- b) Apply for a specific position. Applicants first log onto the [TalentEd website](#) to complete/update an application.

Each application includes requests for demographic information, education, work experience, salary, and references (to include addresses, e-mails, and phone number). Selected applications require the upload of transcripts, resume and cover letter, and other relevant documents (e.g. certification record, license, statement of eligibility, etc.)

#### **5. An error message in the application**

- Most submission errors occur because there is missing information on your application. All fields marked with a red asterisk (\*) are required to be completed. Please check your application and make sure you have completed all required fields. Once you submit any fields with error messages will be highlighted.
- Errors also occur when you have not entered information in the correct format. Fields requiring specific entry formatting are specifically noted (e.g. dates, phone numbers).
- If you receive an error message when submitting your application after thoroughly checking for input errors, please contact Texans Can Academies Human Resources at (214) 944 1953.

## **6. Accidentally applied for the wrong position**

Once submitted, an application to a specific job cannot be deleted by the applicant. Access [TalentEd](#) website or contact Texans Can Academies Human Resources at (214) 944 1953 to request removal of the application to the specific job.

## **7. Saving the online application and returning at a later time**

If an applicant has not finished entering information, s/he can come back later and complete the online application. Un-submitted data will be saved for 30 days before it will expire and be deleted. When the applicant is ready to continue working on the application, s/he revisits [Texans Can Academies Job Opportunity](#) and logs in.

## **8. Successful submission of the TCA application**

Applicants receive a confirmation screen after clicking **Submit** acknowledging a successful submission. An email notification is also sent.

## **9. Finding Out an Application Status**

If a job posting has a closing date and is still posted, applications are still being accepted. If a job posting has no closing date (open until filled), the Supervisor will screen and interview on a continual basis until the position is filled. After a posting closes, the Supervisor screens all applicants and selects the best candidates to interview. Emails are generally sent to applicants once a position is closed and filled.

## **10. Jobs that have no campus listed**

Texans Can Academies posts certain job postings in this way due to the large number of vacancies that occur in certain positions like teachers, instructional and clerical aides, cafeteria workers, and custodians.

Positions are filled as they become available from a general applicant pool.

### 11. Requirements for out-of-state/country teacher applicants (Teachers Only)

Teacher applicants with a standard certificate in another state that are seeking certification in Texas must apply for a review of credentials by the Texas Education Agency (TEA) before being eligible for hire.

- a. Create a TEAL [online account](#).
- b. Complete an application and pay the **non-refundable** fee.
- c. Submit official transcripts from all colleges.
- d. Submit copies of all certificates.

Teacher applicants that hold a standard educator certificate or credential from a country outside of the United States and its territories must apply for a review of their out-of-country credentials by the Texas Education Agency (TEA) to begin the process to seek Texas certification.

- a. Create a TEAL [online account](#).
- b. Complete an application and pay the **non-refundable** fee.
- c. Submit an original course-by-course evaluation by a recognized foreign evaluation service. See [a list of foreign credential evaluation services](#) recognized by TEA.
- d. Submit an [original written statement](#) from your country's licensing agency.
- e. Submit [acceptable proof of oral English language proficiency](#).

After the review of credentials is completed, the teacher applicant may be eligible for a One-Year Certificate which allows for hire in Texans Can Academies. While the One-Year certificate is valid, the teacher must complete all appropriate tests. The teacher must apply for a Standard Texas certificate once all requirements are met. Questions may be directed to the Texas Education Agency at 512- 936-8400, Monday-Friday, 8:00 AM-5:00 PM CST.

## 12. Requirements for ACP Teacher candidates (Teachers Only)

Teacher candidates seeking Texas certification via an [Alternative Certification Program \(ACP\)](#) must meet the following requirements:

- a. Hold a Bachelor's Degree from an [accredited college or university](#). Health Science Technology and Trades & Industrial Education certifications are exempt from the Bachelor's degree requirement.
- b. Complete an [Approved Educator Preparation Program](#). Applicants that do not hold a degree must complete a university program. If the applicant holds a degree, (s)he may contact an Alternative Certification Program or Post Baccalaureate program.
- c. All first-time applicants must complete fingerprinting as part of a national criminal background check.
- d. The ACP Letter of Acceptance and Letter of Eligibility must be provided to Texans Can Academies for consideration of employment. ACP teacher candidates must also meet all certification for hiring eligibility.
- e. Pass Teacher Certification Exams. Contact the ACP program for exam approval.
- f. Submit a State Application for Texas teacher certification after all requirements are met, as verified with by the ACP program.

### **13. Being contacted for an interview**

Applying for a position does not guarantee an interview. When positions are listed with no specific campus/department association, principals and hiring managers' use these as applicant pools to select candidates to interview as vacancies become available. When a position is campus/department-specific, administrators review all applications and then contact selected candidates for interviews. Candidate screening considerations can include but are not limited to recent application for a job, years and types of experience, skills sets, certifications, and additional information provided in the cover letter.

### **14. The interview process**

Administrators review all applications and then contact selected candidates for interviews. Selected candidates are encouraged to show up to their scheduled appointment early, fully prepared, and have extra copies of any documentation they plan to share with the interview committee. Every attempt will be made to notify all candidates of the employment decision as soon as possible.

### **15. Receiving the job offer**

Upon completion of the interview process, Human Resources will call the new employee to discuss the offer letter and obtain a start date. An official employment offer letter and salary quote will be forwarded to email address provided in the application. New hires should also contact their hiring supervisor to clarify orientation dates. NOTE: Only a representative of the Texans Can Academies Human Resources Department is authorized to make offers of employment.

### **16. Release from another district (Teachers only)**



Anyone who has been recommended for hire with Texans Can Academies, and who is under contract with another district, must provide a release letter from their previous district before Texans Can Academies can officially offer employment.

## **17. Transcripts and service records**

Service records and transcripts are used by TCA to apply years of service toward a salary adjustment for teachers, validate stipend eligibility, and confirm certification requirements (and HQ status required for instructional aides only). Employees must submit service records within sixty (60) days of the start date (unless otherwise notified) for consideration in a salary adjustment. When this happens, retroactive pay is divided across all remaining pay checks for the year.

The salary listed on the employment offer letter provides the base salary. Service years are adjusted once service records are received and confirmed. This process usually takes two (2) or more weeks after all records are received and confirmed, depending on the time of year. Salaries for all other employees are determined based on years of creditable (teachers and instructional aides)/comparable (non-classroom employees) experience and internal equity.

Obtain additional information or get answers to other new hire questions by emailing [jaguilar@texanscan.org](mailto:jaguilar@texanscan.org). Official transcripts may also be mailed to:

Texans Can Academies  
Human Resources Department  
325 W 12<sup>th</sup> St.  
Dallas, TX 75208

## 18. Purpose of fingerprinting

In accordance with Senate Bill 9, a person recommended for employment after January 1, 2008, must be fingerprinted and cleared for employment before starting work. Fingerprinting is required for all applicants prior to an offer of employment.

## 19. Scheduling a fingerprinting appointment

Please review instructions below based on the job group for which you have submitted an application:

### 20. All Staff (not in Alternative Certification Program):

1. The applicant receives an email from an HR Specialist with an attached FAST Form and instructions on scheduling an appointment.
2. The applicant brings driver's license and the FAST form to his/her fingerprinting appointment. Applicant will be responsible for fees associated for fingerprinting at time of appointment.
3. DPS returns fingerprinting results within 3-5 business days to TCA. If cleared, the hiring process continues for the applicant.

### Professional Applicants in an ACP Program (instructed by their ACP):

1. Login to your individual [TEAL account](#).
2. Click on **Applications**.
3. Click on **Probationary Certificate**.
4. Follow directions to apply and pay for the probationary certificate.
5. Follow directions to apply and pay for fingerprinting.

## **21. Work calendars, salary grades, and pay days**

- Work Calendars – Different employee groups have different work schedules. Depending on the employee’s job title, the calendar will affect the start and end date of the contract year as well as the number of non-duty days the employee receives (if applicable to the position).
- Salary Grades - Each year, the published [Salary Schedules](#) provide an overview of the pay structure and rates.
- Pay Days – Each year, the published pay dates are emailed by the Payroll department.

## **22. Items that need to be submitted to Human Resources**

All new hires will be invited (via email) to complete all online on-boarding tasks. New hires are expected to provide the following information:

- Original Social Security card (with signature and current legal name)
- I-9 document to establish identity (see the [list of qualifying documents](#))
- Official copies of academic transcripts and service records (as applicable)
- Statement of Eligibility or Internship (as applicable)
- Teachers and professionals: District Letter of Release if under contract with another district.
- Verification of Employment letters (from former employers, as applicable)

Applicants are expected to submit copies of their **official** transcripts on or before their first day to report to work.

Inquiries and new employee documents may also be addressed to:

Texans Can Academies

Human Resources Department

325 W 12<sup>th</sup> St.

Dallas, TX 75208

### **23. Stipends**

Texans Can Academies offers annual stipends for various categories including: Math, Science and Special Education. Stipends are reviewed and approved annually by the Board of Trustees.

### **24. Computer login and E-Mail**

Network/ email access is generally available within one d of completing the hiring process. Every effort will be made to expedite assignment of computer and e-mail set-up. Employees log in the first time using the following information:

- Employee first initial and last name as submitted by HR upon Hire (for computer access).
- Employee first initial and last name as submitted to HR upon hire along with @texanscan.org (for gmail access).

The Department of Technology (DOT) Helpdesk provides assistance in resolving district computer and technology inquiries. The DOT Helpdesk may be reached at (214) 944 1953 during regular hours (8 a.m. – 5 p.m.).

### **25. Benefits**

- See for Requirement for Employee Benefits.