

Application Process

Please take the time to print and read these instructions before beginning your application. It will be helpful to refer to your printed copy during the application process. A completed application must be on file with personnel prior to any interview.

If you have previously applied for a different position, please access and update your application online for each new posting.

- Under “Jobs”, click on position desired.
 - Please complete each screen and attach required documents.
 - Applicants’ credentials will be reviewed by the hiring administrator.
 - Interviews will be conducted as needed.
 - You will want to gather the following information before you begin:
 - Names and phone numbers for three (3) references
 - College Transcripts and/or High School Diploma
 - Certification, Test Scores and/or Licensure
 - Driver’s License (if required for position)

Helpful Information:

- Name submitted must match name on your Social Security card.
- Application must be completely filled out; otherwise, it may be discarded by GCCISD during the review process.
- Documents required as attachments to complete application:

| Para-Professional | Teacher/Nurse/ Librarian *Coach | Professional & Administrative | Auxiliary |
|---------------------------------------|---------------------------------------|---|---------------------------------|
| High School Diploma | Teaching Certificate | Virtual Certificate | High School Diploma or GED |
| College Transcript (if applicable) | ACP Statement of Eligibility | Résumé (required) | Driver’s License or State ID |
| Letter of Interest | TEXES Scores | License (if applicable) | |
| Résumé (Optional) | Résumé (Optional) | PDAS/ILD Certificate (if applicable) | |
| NCLB Certificate (if applicable) | Appraisal Document (if available) | Appraisal Document (if available) | |

- You will need to use Chrome or OS X Operating System for Macintosh. A scanner may be needed, as any printed document may be scanned and attached to your application. Adobe Reader 6.0 will be helpful for viewing and saving on-line documents, such as teaching certificates, etc. [Click here for free Adobe.](#)
- We recommend that you print a copy of each page [Ctrl+P] before going on to the next page.
- When applying for a posted position, please refer to the posting for required credentials.
- Please include your email address on the application.
- When a hiring administrator has a vacancy, he or she conducts a preliminary screening of applicants who have applied to the posted jobs that meet screening criteria.
- Candidates may be contacted for an interview by the hiring administrator based on meeting District and program qualifications for the position.
- Your completed application will remain on file for one year. After the expiration date, you must reapply.
- For more information about our employment process or technical questions, first use the online help. If you still experience problems, please email hr@gccisd.net.
- Additional required forms must be attached to each part-time application or they may be completed, printed and returned to the GCCISD-Human Resources Department located at 4544 Interstate 10 East, Baytown, Texas 77521.