

FBIISD

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ASPIRING TALENT

Interactive Playbook

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Applying for a Position

All FBISD jobs are posted on the [FBISD Careers](#) website. The site is updated daily as needed. See a [job aid](#) for instructions on how to apply. Minimum qualifications are listed for each job posting. The job description, beginning salary, and other conditions of employment are also stated.

The FBISD application remains active until the end of the second calendar year following the submission date.

Recovering My Username and Password

On the [FBISD job application website](#), click the **Forgot Your Login Information** link to recover login information or reset the password.

An Error Message in the Application

- Most submission errors occur because there is missing information on your application. All fields marked with a red arrow are required to be completed. Please check your application and make sure you have completed all required fields.
- Errors also occur when you have not entered information in the correct format. Fields requiring specific entry formatting are specially noted (e.g. dates, phone numbers).
- If you receive an error message when submitting your application after thoroughly checking for input errors, please contact FBISD Human Resources at 281-634-1270 or submit your question using [Talent Connection](#).

Completing the FBISD Job Application

Applying for a position in FBISD requires that an applicant: 1) complete/update an appropriate application; and 2) apply for a specific position. Applicants first log onto the [Winocular Workspace](#) to complete/update an application. See a [job aid](#) for instructions on how to apply. There are 4 types of applications:

1. **Substitute:** teacher, auxiliary, and administrator substitute applicants
2. **Paraprofessional/Auxiliary:** aides, clerical, transportation, cafeteria, Extended Day, and maintenance applicants
3. **Professional:** teachers, instructional specialists, nurses, librarians, administrators, and other professional applicants
4. **Criminal History:** volunteers, parents, student teachers, and other unpaid applicants

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

Accidentally Applied for the Wrong Position

Once submitted, an application to a specific job cannot be deleted by the applicant. Access [Talent Connection](#) or contact FBISD Human Resources at 281-634-1270 to request removal of the application to the specific job. As necessary, attached resumes and other uploaded documents can be 'hidden' using the Manage Documents feature in the [Winocular Workspace](#).

Updating the Online Application

Information in the FBISD application should be reviewed and updated every twelve (12) months for accuracy. Key points to update include work experience, certification, and contact information. Changes will be reflected only if 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 application is updated, applicants must go to the [FBISD Careers](#) website and click on the **To Apply for This Job Click Here** link to apply for any specific positions for which they wish to be considered.

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 the [FBISD job application website](#) and logs in.

Successful Submission of the FBISD Application

Applicants receive a confirmation screen after clicking **Submit** acknowledging a successful submission. An email notification is also sent. See a [job aid](#) for instructions on how to apply.

Jobs That Have No Campus Listed

FBISD 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.

Requirements for Out-Of-State Teacher Applicants

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.

1. Create a TEAL [online account](#).
2. Complete an application and pay the **non-refundable** fee.
3. Submit official transcripts from all colleges.
4. 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 your out-of-country credentials

by the Texas Education Agency (TEA) to begin the process to seek Texas certification.

1. Create a TEAL [online account](#).
2. Complete an application and pay the **non-refundable** fee.
3. Submit an original course-by-course evaluation by a recognized foreign evaluation service. See [a list of foreign credential evaluation services](#) recognized by TEA.
4. Submit an [original written statement](#) from your country's licensing agency.
5. 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 Fort Bend ISD. 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.

Requirements for ACP Teacher Candidates

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

1. Earn 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
2. 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 .

3. All first-time applicants must complete fingerprinting as part of a national criminal background check.
4. The ACP Letter of Acceptance and Letter of Eligibility must be provided to Fort Bend ISD for consideration of employment. ACP teacher candidates must also meet all certification and [Highly Qualified requirements](#) for hiring eligibility.
5. Pass Teacher Certification Exams. Contact the ACP program for exam approval.
6. Submit a State Application for Texas teacher certification after all requirements are met, as verified with by the ACP program.

Requirements for Campus Leaders

See an [overview of requirements](#) for campus leaders-administrators.

Meeting Qualifications

Minimum qualifications are listed for each job posting. The job description, beginning salary, and other conditions of employment are also stated.

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. It is recommended that FBISD applicants attend the FBISD All Star Job Fair in the spring since all district administrators attend that event to conduct interviews, and job offers are made onsite.

Transcripts and Service Records

Service records and transcripts are used by FBISD to apply years of service toward a salary adjustment for teachers, validate stipend eligibility, and confirm certification requirements and HQ status (see [DBA\(LOCAL\)](#) and [DBA\(LEGAL\)](#)). Though applicants may initially submit photocopies of transcripts, official university or college transcripts must be received within thirty (30) days of the start date. Employees may submit service records within forty-five (45) 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.

Obtain additional information about e-script delivery instructions or other new hire questions by submitting your inquiry to [Talent Connection](#), or by emailing HR.TalentOperations@fortbendisd.com. Official transcripts may also be delivered in-person when attending New Employee Orientation or by mail to:

Fort Bend ISD
 Human Resources Department, Room 204
 16431 Lexington Blvd.
 Sugar Land, TX 77479
 Attn: HR Records Manager

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 and volunteers prior to an offer of employment or serving in any capacity in the district.

Scheduling a Fingerprinting Appointment

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

Auxiliary Applicants:

1. Fort Bend ISD contacts L-1 Solutions to set the fingerprinting appointment and pre-pay the fee.
2. FBISD Human Resources calls and emails the fingerprinting appointment date and time to the applicant. The applicant will also receive the FAST form to print.
3. The applicant brings the driver’s license and FAST form to the fingerprinting appointment.
4. DPS returns fingerprinting results within 3-5 business days to FBISD. If cleared, the hiring process continues for the applicant.
5. Upon hire, the applicant’s salary is set up so that the \$46.98 fingerprinting fee is deducted in the amount of \$23.49 from the first two (2) paychecks.

Paraprofessional Applicants:

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 a money order or check for \$46.98, driver’s license, and the FAST Form to his/her fingerprinting appointment.
3. DPS returns fingerprinting results within 3-5 business days to FBISD. If cleared, the hiring process continues for the applicant.

Professional Applicants in an ACP Program:

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.

All Other Certified/Professional Applicants:

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 a money order or check for \$48.98 and the FAST Form to his/her fingerprinting appointment.
3. DPS returns fingerprinting results within 3-5 business days to FBISD. If cleared, the hiring process continues for the applicant.

Criminal History Applicants (Volunteers, Parents, Student Teachers, etc.)

1. Upon completion of the Criminal History application, Fort Bend ISD conducts a background check.
2. The applicant receives an email notification of the Cleared or Not Cleared status from FBISD Human Resources. Non-cleared applicants are prohibited from continuing any non-paid/paid activities on FBISD premises. Non-cleared applicants are reviewed by the campus principal to determine volunteer approval status. Non-cleared applicants can only accompany their child at any field trip activity—no other children.

Highly Qualified Status for Teachers

NCLB requires school districts and to place a Highly Qualified Teacher for each applicable instructional position on campuses. To assist in determining whether you meet highly qualified standards for an instructional position, please review the [assessment tools](#) on the TEA website. **Fort Bend ISD provides verification of certification and highly qualified requirements being met only when an applicant has been recommended for a position.**

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. For clarification, see the FBISD [Work Calendars](#) website.
- Salary Grades - Each year, the published [Salary Schedule](#) provides an overview of the pay structure, stipends, and supplemental pay rates.
- Pay Days - FBISD employees are paid on the 15th and the last day of the month. If these dates fall on a weekend or holiday, the pay date may be adjusted to an earlier date as determined by District administration.

Employees submitting supplemental payment requests should document location and hours, and submit documentation of hours to campus/department supplemental pay designee. The designee will follow District processes to ensure appropriate payment. Employees should contact the campus/department designee for inquiries on the status of payment. If resolution is still needed, submit an inquiry to [Talent Connection](#) payment details. View the [Supplemental Pay End Date Schedule](#) for compensation deadlines.

Obtaining Service Records from Another District

Each school district has its own procedure for providing service records. Contact other district’s Human Resources departments for instructions. To request FBISD service records, submit the [Employee Records Request form](#) to HR.TalentOperations@fortbendisd.com.

Mail delivery and pick up may be made at:

Fort Bend ISD
Human Resources Department
16431 Lexington Blvd.
Sugar Land, TX 77479
Attn: HR Records Manager

Service Credit for Working as a Certified Substitute or Instructional Aide

- **Substitute Teachers:** Beginning with the 1998-1999 school year, a certified substitute teacher, as defined in subsection (a) of this section, employed in an entity recognized for years of service as prescribed by subsection (g) of this section is eligible for creditable service.
- **Teacher Aides:** Beginning with the 2004-2005 contractual year, a teacher aide who subsequently attains certification may count up to two years of full-time equivalency of direct student instruction for salary increment purposes. Such experience must be verified on the teacher service record form (FIN-115) or a similar form containing the same information.

Service for a minimum of ninety (90) work days as a certified substitute may qualify for service credit toward retirement after verification from the [Texas Retirement System \(TRS\)](#). Unreported service and/or service that was reported but not credited must be verified on a Verification of Service and Salary form (TRS 221) within the five-year time limit for verifying that service.

The Interview Process

Administrators review all applications and then contact selected candidates for interviews. Candidate screening considerations can include but are not limited to a recent application for a job, years

and types of experience, skills sets, certifications, meeting job description requirements, and additional information provided in the cover letter.

Release from Another District

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

Receiving the Job Offer

Upon the completion of the hire process, Human Resources will call the new employee to discuss the offer letter and obtain a start date. An official offer letter will be emailed to email address provided in the application. New hires should also contact their hiring supervisor to clarify orientation dates. Please note: Only a representative of the FBISD Human Resources Department is authorized to make offers of employment.

Service Years Not Applied

The salary listed on the teacher offer letter provides the base salary for teachers. 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 experience and internal equity.

Salary Inquiries

Human Resources recommends that employees verify their personal information and salary amount on the pay statement for accuracy. Employees should review the name, address, deduction on information, etc. After confirming on [My Self Serve](#) that the paycheck amount or any information is incorrect, the employee may access [Talent Connection](#) on the Human Resources website to address an incorrect paycheck amount.

Items That Need to Be Submitted to Human Resources

All new hires and substitute-to-fulltime employees will be invited (via email or communication through the Hiring Manager) to the [New Employee Orientation](#) onboarding experience where they have a dedicated timeframe to submit and sign documentation. At that event, please bring the following:

- Original Social Security card (with current legal name)
- I-9 document to establish identity (see the [list of qualifying documents](#))
- Official copies of transcripts and service records (as applicable)
- Teachers and professionals: District Letter of Release if under contract with another district.

Applicants are expected to submit **official** transcripts within 30 days of their start date via e-script (certified electronic copy) delivery from the university/college, by mail delivery or by hand delivery. Obtain additional information about e-script delivery instructions or other new hire questions by submitting your inquiry to [Talent Connection](#), or by emailing HR.TalentOperations@fortbendis.com. Inquiries and new employee documents may also be addressed to:

Fort Bend ISD
Human Resources Department
16431 Lexington Blvd.
Sugar Land, TX 77479
Attn: HR Records Manager

Incentives and Stipends

- Incentives: Monetary incentives vary from year to year based on budget approval. Information about incentives is shared during New Employee Orientation and on the [FBISD Human Resources website](#). The incentive stipends are processed based on district hiring records therefore no

action/paperwork is needed from the new employee to receive the incentives.

- Stipends: FBISD teachers holding a Master's or doctoral degree in their assigned instructional subject area may be eligible for an annual stipend. Teachers with [National Board Teacher Certification](#) (NBTC) may also be eligible for an annual stipend. Fort Bend ISD offers annual extra duty stipends for various categories: academic, athletics, spirit, fine arts, speech pathology, deaf program, etc. See the [Stipend Roster](#) for stipend amounts.

Generally, stipends are paid over 24 pay periods (or in equal amounts for the annual contract length of the employee). Please check the [FBISD HR website](#) for stipend availability and guidelines.

Computer Login, Email, and Phone Setup

Network/email access is generally available within one week of completing the hiring process. District email must first be accessed on a district-networked computer, and is accessible from home thereafter. The [Employee ID Number](#) is needed for the first-time login. Employees log in the first time using the following information:

- Username: [first name].[last name]
- Password: Employee ID followed by the last four digits of the employee's Social Security Number

[Online tutorials](#) for phone setup are found on the FBISD FortShare internal website from any district-networked computer.

The [Customer Service Center](#) provides assistance in resolving district computer and phone service inquiries. The CSC may be reached at 281-634-1300 during regular hours, 7 a.m. - 5 p.m., and summer hours, 7:30 a.m. - 5:30 p.m. For quicker service, [email the request](#),

and include the unique computer name. Find the computer name by clicking Start Menu, then right-clicking on (My) Computer. Click on Properties, and look for the text that ends in *District. FBISD.Local*. Provide all text written **before** *District. FBISD.Local* for all computer-based inquiries.

FBISD Pay Days

FBISD employees are paid the 15th and the last day of the month. If these dates fall on a weekend or holiday, the pay date may be adjusted to an earlier date as determined by District administration.