

## **FREQUENTLY ASKED QUESTIONS FOR TEACHERS**

### **1. What are the certification requirements for a teacher in Cypress-Fairbanks ISD?**

For Texas certification requirements, please refer to "How to Become a Teacher in Texas" at [www.sbec.state.tx.us](http://www.sbec.state.tx.us)

### **2. How often are teachers paid in Cypress-Fairbanks ISD?**

Teachers are paid semi-monthly over a 12-month period. Pay dates for teachers are on the 15th and the last working day of the month.

### **3. Are all 5 references needed before my application is considered complete?**

Your application is considered complete when the Professional Staffing office receives your teaching certificate/ACP acceptance letter, transcripts, resume, and five (5) completed professional reference forms. You should distribute the five reference forms to the same individuals you list on the application.

***Experienced teachers*** must include references from your current and/or most recent principal, assistant principal, team leader or department chair, and other administrators who have supervised/evaluated the quality of your work.

***Student teachers*** must include references from your university supervisor, cooperating/supervising teacher(s), campus principal and/or assistant principal, professors, and employer (if applicable).

***Alternative certification program (ACP or ATCP) applicants*** must include references from your ACP or ATCP instructor and/or director, current and/or most recent employer, and other managers/supervisors who have evaluated the quality of your work. Additional references from managers/supervisors of volunteer work done in an educational or non-educational setting on a regular basis may be included.

### **4. Do the transcripts have to be official and sealed?**

Unofficial college and university transcripts should be attached to the online teacher application. If recommended for a contract, the district will require an official college/university transcript within 45 days.

### **5. I have an online substitute application. Do I still need to complete a teacher application?**

Yes. You can add a teacher category to your online substitute application. Download and distribute the teacher reference forms as stated in #3 above and attach your transcript(s), certification information or test scores, and resume to the application. Reference forms submitted to the substitute office are not accepted in the professional staffing office.

### **6. Will Cypress-Fairbanks ISD sponsor me for an H-1B visa?**

Cypress-Fairbanks ISD accepts all applications and requires applicants to be eligible to work in the United States. At this time, the district is not sponsoring applicants for their H-1B visas

### **7. I've completed my application and submitted all materials to the Office of Professional Staffing. What is the next step?**

Your file is reviewed by a member of the human resources staff. Based upon the district's needs and completion of your application, you may be invited to a screening interview.

### **8. May I contact the campus principals directly to inquire about vacancies?**

You **SHOULD NOT** contact campus administrators to schedule interviews. All principals have access to your file via our computer applicant system. After reviewing your file, a principal may contact you to discuss your application.

### **9. Where can I find a listing of teacher vacancies in Cypress-Fairbanks ISD?**

Cypress-Fairbanks ISD does not list classroom teacher vacancies due to the rapid growth and changing needs of the district. However, applications are accepted year-round and hiring continues throughout the year as vacancies arise.

### **10. How long will my application remain active?**

Applications remain active from October 1 through September 30. For employment consideration after September 30 of each year, you must reapply and attach the required documents. Updated references are required if previous forms submitted are older than one year.

### **11. What do I need to do if I want to change information on my application?**

Applicants can access their online application using their user identification and password at any time. After making all the necessary changes/updates, clicking on the "final submit" button will save the changes and send an updated application to our database.

***In order for your application to receive full consideration in our staff planning process, it is important that you provide all the information and specific documentation requested in the instructions.***