

Application Procedures

Human Resources: (432) 456-9359

FAX: (432) 456-9358

STEP 1

- Click on JOB DESCRIPTION to view the detailed job description
- Click apply on the job opening
- A pin number will be issued once you register
- Please keep this pin number as you will need it to access your profile and apply for other positions
- You are able to save your application at any time
- Decentralized screening (site-based) Job specific interviews are conducted on campus or at departments
- All documents (certifications, resume etc.) must be submitted electronically
- Documents must be in one of the following formats: pdf, rtf, or txt, and Microsoft Word
- Please do not mail these documents
- Completed applications will be kept on file for one year
- Three references are required with current phone numbers and e-mail addresses
- References should include current and previous employers

STEP 2

- The completed application will be reviewed by a Human Resource Department Director
- Administrators will review applications following the review of the HR Director.
- Campuses or departments will contact candidates and schedule interviews
- Applicants recommended for a position will be contacted by the appropriate Human Resource Director
- All candidates must complete new hire paperwork, provide required documentation, complete a drug test, background check through the Texas Department of Public Safety and Federal Bureau of Investigation, be fingerprinted by a Texas Education Agency entity

Please note: Only the Chief of Human Resources or the Human Resource Directors are authorized to make employment offers and provide salary information.

Teacher certification for out of state applicants for Certified Teacher Position

- Applicants must have credentials reviewed by the Texas Education Agency
- Hold a bachelor's degree
- Provide an official transcript
- Provide a copy of the valid out-of-state teaching certificate
- Complete TEA application form requesting Out of State Review of Credentials and one-year certificate
- Pay Fees for Out of state Review of Credentials 1
- Apply for one-year certificate*

A one year Texas certificate entitles the teacher to teach in the designated field for one year from the application date. At the end of the year specified, the teacher must have taken and passed the exams TEA required. Failure to complete all TEA requirements for Texas certification in the specified year will result in termination of employment.

Once all requirements are completed the employee must complete the following:

- Apply for a Texas Teaching Certificate online
- Submit online payment

FEE

- Evaluation of credentials 180.00 non-refundable
- One year probationary certificate based on out of state credentials \$57.00

Alternative Certification Programs

- Hold bachelor's degree
- Accepted by a program
- Ability to obtain statement of eligibility from the program upon employment

EOE/ADA Compliance Statement

The Ector County Independent School District shall adhere to a policy of equal employment for all employees. During the selection and employment process, individuals shall be employed without regard to race, creed, color, age, sex, religion, marital status, national origin or physical disability, except in situations where such disability will constitute an employment liability. Discrimination against any person shall be prohibited in recruitment, examination, appointment, training, promotion, retention, discipline and any other aspect of personnel administration for any of the above listed reasons, because of political or religious opinions or affiliation, or because of other non-merit factors. Inquiries concerning your rights or grievances should be referred to:

Chief Human Resource Officer
Keith Garinger,
802 N. Sam Houston,
Odessa, Texas 79761