

# VALLEY VIEW INDEPENDENT SCHOOL DISTRICT

"The District where all challenges are taken seriously!"

"Our number one CHALLENGE: "ACADEMIC EXCELLENCE OF ALL STUDENTS! "

## EMPLOYMENT PROCESS

Professional and substitute applications can be accessed and printed from our website: [www@vview.net](http://www@vview.net) .  
Paraprofessional and auxiliary applications can be obtained by picking one up from the Human Resource Office located at **9701 S. Jackson, Pharr, Texas 78577** or by calling our office at (956) 843-2689 or by e-mailing Perla Rodriguez at [prodriguez@vview.net](mailto:prodriguez@vview.net)

## PROCEDURES ON HOW TO FILL OUT APPLICATION

Thank you for your employment interest with Valley View Independent School District. To complete the application process, please follow the procedures indicated below and submit the required credentials to the Valley View ISD Office of Personnel at 9701 S. Jackson, Pharr, Texas 78577.

- 1 All the information requested on the application form needs to be filled out accurately and completely. Names, dates, addresses, starting and ending dates of employment and reason for leaving employment. Indicate N/A where information does not apply.
- 2 A resume must be included with the application.
- 3 An unofficial, current college transcript covering all college work and degree(s) earned must be included with the application. If employed, an official college transcript is required.
- 4 A copy of your Texas Teacher Certificate, out-of-state or college letter indicating you have applied for a teaching certificate needs to be submitted with your application. If you have enrolled in an Alternative Certification Program, a letter of acceptance from the Program Office must be included with your application.
- 5 Experienced applicants must include copies of your two most recent PDAS evaluations or evaluation instruments used to evaluate your performance. Student interns must include copies of appraisals completed by university supervisors and mentor teachers.
- 6 2-3 recommendations forms must be turned in with your application. **Recommendations forms are to be detached from the application and disseminated to people you are wishing to obtain a recommendation from. People filling out the recommendation form need to mail in the form to the address indicated above. It is strongly recommended that you provide a self-addressed stamped envelope to each of your references.**
- 7 Employment references with contact information must be included in your application. Applications without references will be considered incomplete and will not be processed for employment consideration.
- 8 All credentials and information indicated in steps (1-7) must be filled out accurately and turned in to the Human Resources Office in order for your application to be processed and to be considered for employment. Your application will be kept active for 1 year. All applications two years old are purged from our files.
- 9 Campuses and departments where vacancies exists will contact and schedule applicants for interviews once applications have been processed and cleared by the department of personnel. Only applicants cleared by the personnel department will be interviewed.
- 10 All employment inquiries must be directed to the Office of Human Resources and not to any campus or department.
- 11 Only applicants selected and approved by the Board of Trustees will be contacted and notified of employment recommendation.