

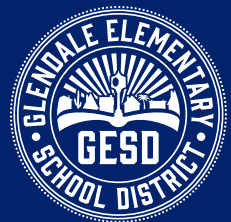
ALL IN

FOR ALL

KIDS

at Glendale Elementary
School District No. 40

GESD40.org



Our Mission

To foster an environment of academic excellence through innovative learning and build tomorrow's socially responsible leaders.

Our Core Values

Integrity

Diversity

Well-Being

Unrivaled Achievement

Equity

Stewardship

Community

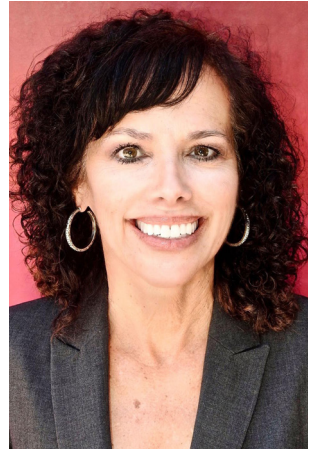
Employee Excellence



Dear Future Employee,

Welcome, we are excited you will be joining our team! Your role as an educator is critical to the mission of Glendale Elementary School District. We are committed to providing the best educational opportunities to each of our students. We realize in order to make this happen we need highly skilled staff members who are dedicated to our district and feel supported by our district community. In the human resources department we focus on just that – supporting our new staff members. Whether we are assisting you with the application process, gathering the necessary paperwork for your Arizona certification or connecting you with others who are new to our district, it is our pleasure to serve you!

This booklet is an introduction to Glendale Elementary School District and provides resources that will help you make a smooth transition into your new role. The HR team is here to support your transition, so please know you can call on any of us to assist you. We are looking forward to having you on our team and to your success at GESD.



Deby Valadez

Deby Valadez

ASSISTANT SUPERINTENDENT
FOR HUMAN RESOURCES

Congratulations and welcome aboard!



BENEFIT ENTIRELY FROM YOUR BENEFITS

GEDS provides many professional and personal opportunities for your benefit!



Wholesome Wellness

Our employees are our greatest asset and, as such, we want to ensure they are well physically, emotionally and financially. GESD's Wellness Program puts together many events, meetings and programs to maintain your wellness.

Stipend Pay

Stipend pay ranges up to \$5,000 and the opportunities are vast! Opportunities for teachers to earn stipend pay include but are not limited to the following: Coaching, Student Group Sponsor, ELD Teacher, Gifted Teacher, Team Leader, Tech Mentor, Webmaster, etc.

New Teacher Orientation Week

Here in GESD, it is important that our new teachers feel welcomed, well-prepared and supported as you begin to make GESD your long-term home. One way that we achieve this is through New Teacher Orientation Week, where new teachers start the school year a full five days before returning teachers. This provides time to acclimate to your campus, get to know both district and site leaders, and take a guided dive into the curriculum resources. You will also participate in workshops that chunk the important components of Preparing for Successful Learning (like setting up your classroom, teaching procedures, and responding to students, just to name a few) and then you are actually given time to put it into action. New teachers are provided small group and individualized time with site administration, Achievement Advisors, Induction Coaches, and Technology Mentors all aimed at supporting a successful start of the year.

Comprehensive Benefits

All regular full-time employees at Glendale Elementary School District take part in District provided Medical, Dental and Vision benefits, Group Life Insurance, Identify Theft Monitoring, Employee Assistance Program (EAP), ASRS Contribution, and various leave plans. Additionally, employees have the following options: Flexible Spending Account, Supplemental Life Insurance and AD&D, Health Savings Account, Pet Insurance, Accident, Critical Illness, Cancer and Hospital Indemnity Insurance, Legal Plan, Tax Shelter Annuities and Short-Term Disability.

Professional Development

Teachers have many opportunities for professional development at GESD. We provide various on-site courses, and completion of the courses earns teachers seat hours for credit on the salary schedule. Teachers continuing their education can also submit completed course work for advancement on the salary schedule.

The Benefit of Time

Teachers at GESD are provided the benefit of time for learning, with all students being released early every Wednesday. There are various ways of growing professionally using that extra time, such as site-specific trainings, district-wide trainings, collaborative team time and more.



THINGS TO DO AROUND GLENDALE, AZ

Average Temperature: High 86°F, Low 63°F

Sports

1. Arizona Cardinals (NFL)
2. Arizona Coyotes (NHL)
3. Arizona Diamondbacks (MLB)
4. Cactus League Spring Training
5. Phoenix Suns (NBA)

Education

1. Arizona State University (Tempe, AZ)
2. Grand Canyon University (Phoenix, AZ)
3. Northern Arizona University (Flagstaff, AZ)
4. University of Phoenix (Phoenix, AZ)
5. University of Arizona (Tucson, AZ)

Outdoors

1. Camelback Mountain/South Mountain
2. Desert Botanical Gardens/Phoenix Zoo
3. Grand Canyon/Petrified Forest/Saguaro National Parks
4. Sedona/Flagstaff/Snowbowl
5. Tempe Town Lake/Lake Pleasant

Theatre

1. Arizona Opera
2. Ballet Arizona
3. Herberger Theater
4. Orpheum Theater
5. Phoenix Symphony

Museums

1. Arizona Science Center
2. Children's Museum of Phoenix
3. Heard Museum
4. Musical Instrument Museum
5. Phoenix Art Museum

Shopping

1. Arizona Center
2. Arrowhead Towne Center
3. Biltmore Fashion Park
4. Scottsdale Fashion Square
5. Westgate Entertainment District



CALLING GLENDALE HOME



UTILITY PROVIDERS

Electric

Arizona Public Service
Electric (APS)

APS.COM | (602) 371-7171

Salt River Project (SRP)

SRPNET.COM (602) 236-8888



Gas

Southwest Gas

SWGAS.COM (877) 860-6020



Water/Trash

City of Glendale

GLENDALEAZ.COM/UTILITIES
(623) 930-2000



Internet/Cable/ Satellite

Cox Communications

COX.NET (623) 594-8759

CenturyLink

CENTURYLINK.COM
(866) 642-0444

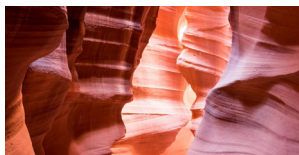


Dish Network

DISH.COM (877) 485-4763

DirecTV

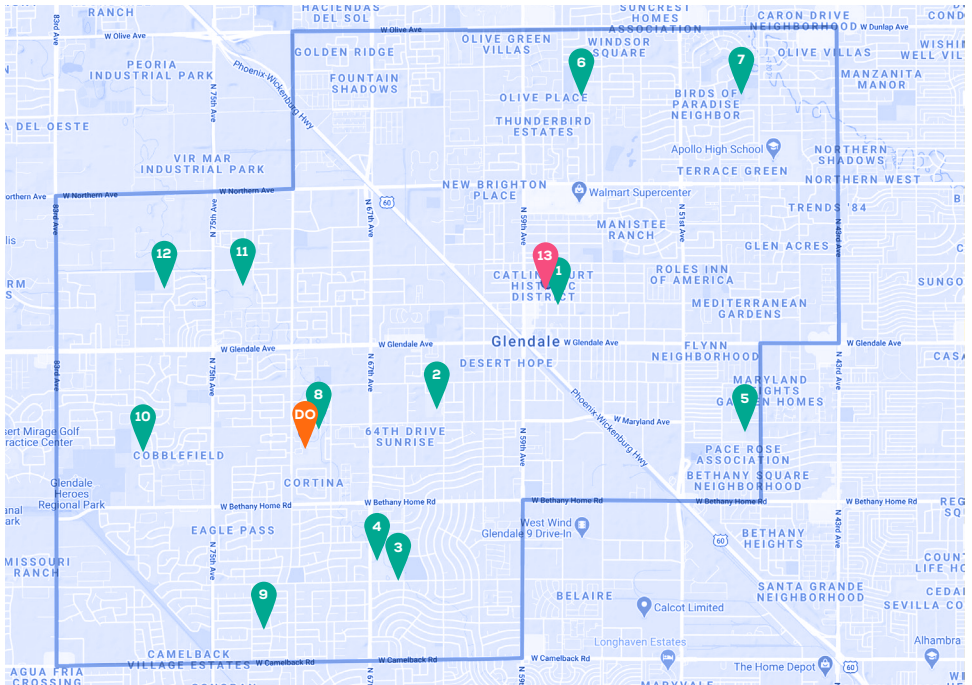
DIRECTV.COM (800) 531-500



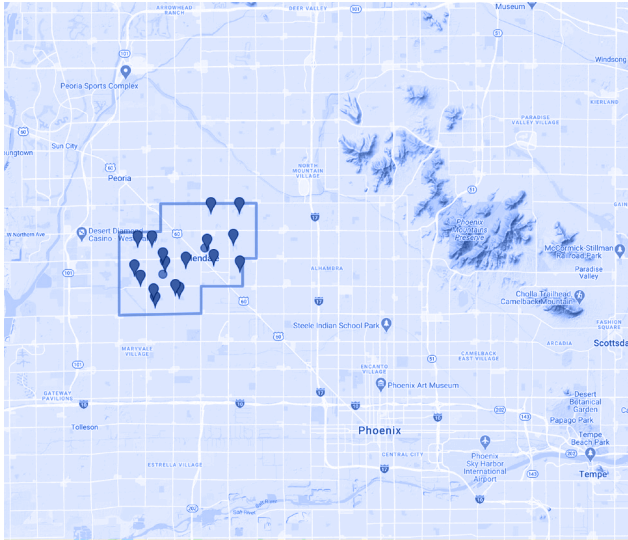
GLENDALE ELEMENTARY SCHOOL DISTRICT

Our Schools

- | | | |
|----------------------------|-----------------------------|--|
| 1. GLENDALE LANDMARK (K-8) | 6. GLENDALE AMERICAN (K-8) | 11. DESERT SPIRIT (K-8) |
| 2. HAROLD W. SMITH (K-8) | 7. HORIZON (K-8) | 12. SUNSET VISTA (K-8) |
| 3. WILLIAM C. JACK (K-8) | 8. CHALLENGER (K-8) | 13. GLENDALE ELEMENTARY
ONLINE (GEO) LEARNING
(K-8 ONLINE) |
| 4. DON MENSENDICK (K-8) | 9. BICENTENNIAL SOUTH (K-8) | DO. DISTRICT OFFICE |
| 5. GLENN F. BURTON (K-8) | 10. DISCOVERY (K-8) | |



AND ITS SURROUNDING AREAS



Within Arizona

STATE FARM STADIUM
6 MI (15 MIN)

DOWNTOWN PHX
10 MI (20 MIN)

TEMPE
20 MI (35 MIN)

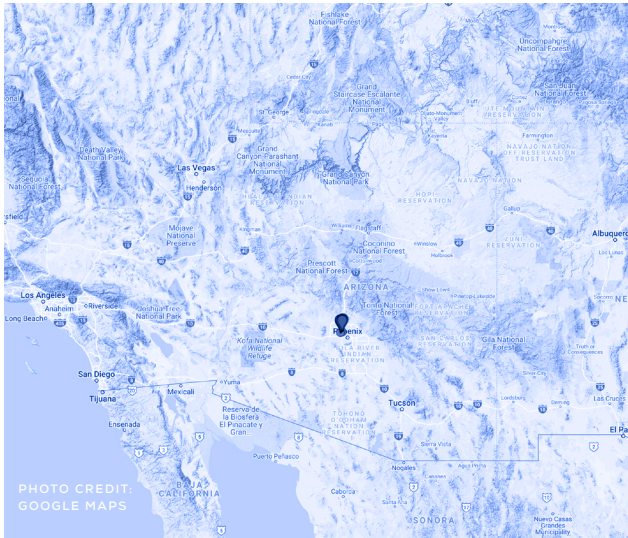
SCOTTSDALE
20 MI (40 MIN)

SEDONA
111 MI (2 HR)

FLAGSTAFF
141 MI (2.5 HR)

LAKE HAVASU
200 MI (3.5 HR)

GRAND CANYON
223 MI (4 HR)



Within the Southwest Region

ROCKY POINT, MX
211 MI (4 HR)

LAS VEGAS, NV
400 MI (5 HR)

SAN DIEGO, CA
350 MI (5.5 HR)

LOS ANGELES, CA
371 MI (6 HR)

LAS CRUCES, NM
400 MI (6.5 HR)

EL PASO, TX
440 MI (7 HR)

ALL IN FOR OUR COMMUNITY



Desert Spirit (K-8)



(623) 237-4016

School Hours:

9:00 am - 4:00 pm

7355 WEST ORANGEWOOD AVE.

GLENDALE, AZ 85303

Sunset Vista (K-8)



(623) 237-4017

School Hours:

8:15 am - 3:15 pm

7755 WEST ORANGEWOOD AVE.

GLENDALE, AZ 85303

Glendale Landmark (K-8)



(623) 237-4001

School Hours:

9:00 am - 4:00 pm

5730 WEST MYRTLE AVE.

GLENDALE, AZ 85301

Harold W. Smith (K-8)



(623) 237-4003

School Hours:

8:15 am - 3:15 pm

6534 WEST 63RD AVE.

GLENDALE, AZ 85301

**William C. Jack
(K-8)**



(623)-237-4500

School Hours:

8:15 am - 3:15 pm

6600 WEST MISSOURI AVE.

GLENDALÉ, AZ 85301

**Bicentennial
South (K-8)**



(623) 237-4012

School Hours:

8:15 am - 3:15 pm

7240 WEST COLTER AVE.

GLENDALÉ, AZ 85303

**Glendale
Elementary
Online Learning
(K-8)**



(623) 237-6300

7301 N 58TH AVE

GLENDALÉ, AZ 85301

**Don Mensendick
(K-8)**



(623) 237-4006

School Hours:

8:15 am - 3:15 pm

5535 NORTH 67TH AVE.

GLENDALÉ, AZ 85301

**Horizon
(K-8)**



(623) 237-4010

School Hours:

7:30 am - 2:30 pm

8520 NORTH 47TH AVE.

GLENDALÉ, AZ 85302

**Glenn F. Burton
(K-8)**



(623) 237-4007

School Hours:

7:30 am - 2:30 pm

4801 WEST MARYLAND AVE.

GLENDALÉ, AZ 85301

**Challenger
(K-8)**



(623) 237-4011

School Hours:

9:00 am - 4:00 pm

6905 WEST MARYLAND AVE.

GLENDALÉ, AZ 85303

**Glendale
American (K-8)**



(623) 237-4008

School Hours:

7:30 am - 2:30 pm

8530 NORTH 55TH AVE.

GLENDALÉ, AZ 85302

**Discovery
(K-8)**



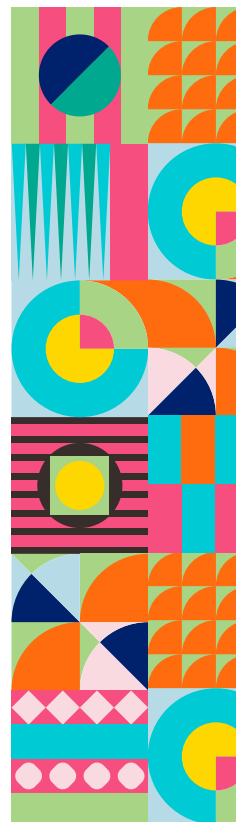
(623) 237-4013

School Hours:

7:30 am - 2:30 pm

7910 WEST MARYLAND AVE.

GLENDALÉ, AZ 85303



Your Next Steps

- Complete our online application for employment by visiting our website at www.gesd40.org
(This process may take up to 35 minutes. Please complete IMMEDIATELY.)
- Obtain a fingerprint packet from our Human Resources office or the AZ Department of Public Safety
(This can be obtained from your recruiter. Please complete and submit IMMEDIATELY with payment of \$67 money order or cashier's check payable to: DPS.)
- Apply for your Arizona Teaching Certificate
(This process may take 6–8 weeks. Please complete IMMEDIATELY.)
- Upon receipt of your Teaching Contract via email; print, sign, scan and email it to the HR Technician who sent it to you.
- Contact the Human Resources Administrative Secretary at (623) 237-7143 to schedule New Hire Orientation
(Complete this at the same time you submit your signed Teaching Contract.)
- Mail a copy of your official transcript(s) with your degree posted to:
Glendale Elementary School
District No. 40
Attn: Michaela Bubach
7301 N. 58th Ave.
Glendale, AZ 85301
Or via email to:
glendalejobs@gesd40.org



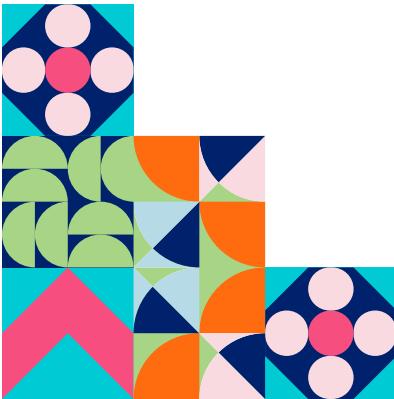


I CHOSE GESD because...

"...They provide opportunities for all staff and take vital community feedback, in addition to the self-care and community-building opportunities through our employee wellness program."

Megan Cobbs

3RD GRADE TEACHER AT GLENDALE AMERICAN





OUR HUMAN RESOURCES TEAM

Deby Valadez

ASSISTANT SUPERINTENDENT

Phone: (623) 237-7169

Jacque Horine

DIRECTOR

Phone: (623) 237-7151

Melissa Marze

COORDINATOR

Phone: (623) 237-7127

Michaela Bubach

ADMINISTRATIVE ASSISTANT

Phone: (623) 237-7125

Jodi Finnesy

BENEFITS ANALYST

Phone: (623) 237-7149

Davita Solter

WELLNESS PROGRAM
SPECIALIST

Phone: (623) 237-7231

Yolanda Abril

DISTRICT OFFICE
RECEPTIONIST

Phone: (623) 237-7100

Gerardo (Ulises) Montes

ADMINISTRATIVE SECRETARY

Phone: (623) 237-7143

Citlalli Ramirez- Benevides

HR TECHNICIAN

Phone: (623) 237-7227

Angelica Sharp

HR TECHNICIAN

Phone: (623) 237-7107

Kathy Neagu

HR TECHNICIAN

Phone: (623) 237-7128

Teresa Wong

SYSTEMS SPECIALIST

Phone: (623) 237-7106

Human Resources

can be reached via email at
Glendalejobs@gesd40.org



NEW TEACHER INDUCTION PROGRAM



The purpose of the GESD Induction Program is to increase student achievement by providing structured, and systemic support services that develop and retain quality teachers. Here in GESD, we know that teacher quality is the most powerful predictor of student success. We are committed to ensuring that our new teachers will learn, succeed, and grow into leaders in education. The three main goals of the induction program are to prepare for a successful start, to ensure teacher effectiveness, and beyond everything, to improve student achievement.

GESD comprehensive New Teacher Induction Program includes:

- **New Teacher Orientation Week** focused on [Preparing for Successful Learning](#)
- **On-Site Differentiated Support** Through Site Administration, Achievement Advisors, and Induction Coaches
- **On-Time Monthly Trainings** with Induction Coaches targeting strategies and tools you need, when you need them
- **Additional workshop opportunities** focused on the unique needs of new teachers
- **Well-Being Seminars and Social Events**
- **End of the Year Celebration**

Cheri Dawn Emerson

PRINCIPAL COACH/NEW TEACHER INDUCTION

Email: cemerson@gesd40.org

Phone: (623) 237-7201

GLENDALE ELEMENTARY SCHOOL DISTRICT

2023-2024 School Year

July 4-Independence Day

July 24-27-New Teachers Report

July 31-Aug 4-Staff Preparation Days

Aug 7-School Starts

Sept 1-Professional Growth Day

Sept 4-Labor Day

Oct 5-6-Parent/Teacher Conferences

Oct 9-Indigenous People's Day/ Columbus Day

Oct 9-13-Fall Break

Nov 10-Veterans Day (Observed)

Nov 22-24-Thanksgiving Break

Dec 22-Jan 5-Winter Break

Jan 8-Professional Growth Day

Jan 9-Second Semester Starts

Jan 15-Martin Luther King Jr. Day

Feb 19-Presidents' Day

March 14-15-Parent/Teacher Conferences

March 18-22-Spring Break

May 23-Last Day of School/ Early Release

May 27-Memorial Day

Instructional Grading Periods

Quarter 1

AUGUST 7-OCTOBER 6

Quarter 2

OCTOBER 16-DECEMBER 21

Quarter 3

JANUARY 9-MARCH 15

Quarter 4

MARCH 25-MAY 23

July 2023 *New Teachers Report

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23/30	24/31	25	26	27	28	29

August 2023

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September 2023

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October 2023

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November 2023

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December 2023

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January 2024

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February 2024

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March 2024

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24/31	25	26	27	28	29	30

April 2024

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28	29	30				

May 2024

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- School Starts/Ends
- Staff Preparation Days
- Professional Growth Day
- Early Release Day
- Holidays/Breaks
- Parent Teacher Conferences

ARIZONA CERTIFICATION REQUIREMENTS



STEP 1

Obtain your AZ IVP Fingerprint Clearance Card.

A. Contact the HR Department at 623-237-7143 to have a packet mailed to you OR you may also contact the AZ Department of Public Safety by phone (602)223-2279 or visit azdps.gov. Select "Services," "Public Services Portal," then "Fingerprint Clearance Card." Click "Request a Replacement/Apply for a Card," then "Continue." Create an applicant portal and then submit \$67 payment via credit card.

B. You may contact your local district office, law enforcement agency, or private fingerprinting service to roll your prints. Various agencies may charge an additional fee to roll your prints. If payment was submitted online through the AZ Department of Public Safety, your receipt and IVP number will be needed for fingerprinting. The IVP number is accessible through your DPS portal. An affidavit form will also be needed for the fingerprint technician, which will be sent to you through your DPS portal.

STEP 2

Complete your application for certification.

Applications can be submitted online through azed.gov. You will need to create a profile and submit payment for the certificates via this portal. You will also find information regarding certification requirements on the Department of Education's website. Application fees vary based on the number of certificates/endorsements evaluated. A copy of your teaching certificate, fingerprint card, and official transcripts are also required.

The Arizona Department of Education (ADE) enforces the regulations and state statutes governing the certification of professional educators in the state. The certification process may take up to 8 weeks to complete. Please visit the ADE website at azed.gov to obtain additional information and application materials.

FREQUENTLY ASKED QUESTIONS

QUESTION 1

I graduated from an accredited teacher prep program in my home state, but it will take several weeks before the state department will process my Certificate. What can I do in the meantime?

ANSWER

You may complete your GESD application as soon as possible, however, you must have a valid Arizona Certificate prior to the first day of school. If you need assistance with this process, contact our Human Resources Office at (623) 237-7125.

QUESTION 2

I just had my fingerprints rolled for my Arizona IVP card and submitted the application. It will take three to six weeks to process. Will I be able to get an Arizona Certificate?

ANSWER

The Arizona Department of Education will not process your application for certification without an Arizona IVP Fingerprint Clearance card. You may check the status of your application by visiting www.azdps.gov.

QUESTION 3

Can I sign a contract before my Arizona Certificate has been issued?

ANSWER

Yes, however, you are required to have a valid Arizona Certificate before the first day of school.

QUESTION 4

What additional documentation is required for GESD?

ANSWER

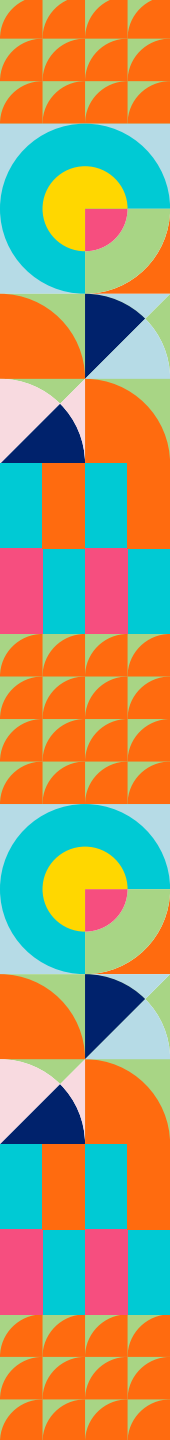
In addition to your Arizona IVP card and your Arizona Teaching Certificate, you will be required to submit official transcripts and proof of MMR immunization.

QUESTION 5

What if my Bachelor's Degree is not in education?

ANSWER

The Arizona Department of Education does have options for you. Please contact our Human Resources Office at (623) 237-7125.



Projected Salary

Education

Education Credits

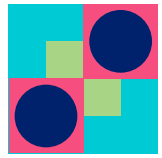
Experience

**Endorsement/
Stipend**

Total

NOTES





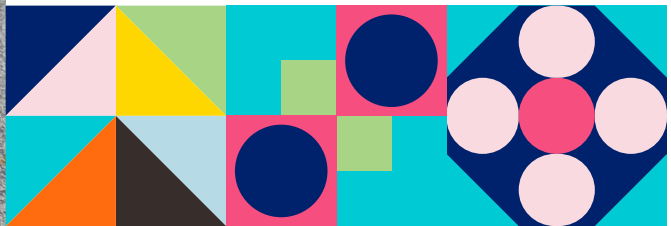
I CHOSE GESD because...

"...In the end, it is the people that make a place home, and meeting everyone and seeing the atmosphere made by these wonderful people, made me want to stay and be part of GESD."

Jazmin Molina

TEACHER AT HORIZON DUAL LANGUAGE KINDERGARTEN

**Come be a part
of our team!**





SCAN FOR ADDITIONAL
RECRUITING INFORMATION



GLENDALE ELEMENTARY
SCHOOL DISTRICT @GESD40



GLENDALE ELEMENTARY
SCHOOL DISTRICT



GLENDALE ELEMENTARY
@GESD40