



Contracted Services Employees Procedures

Georgetown Human Resources (FastTrack, Forms)

Contracted Services Employees

All individuals who will be working in contact with students must pass a background check. Individuals working in a temporary position on a regular basis (examples - athletic event staff, summer camp staff, accompanist for choir) also need to **pass a fingerprint check and complete all personnel documentation before working** and they will be paid through Payroll. These individuals are referred to in HR as Contracted Services.

If an individual is being paid for a one-time event (example: drill team tryout judge), they must pass a background check and are usually paid through Accounts Payable through PO or Check request. (Please contact Human Resources Dept. or the Business Office with questions concerning this.)

Contracted Services Contract and FastTrack Application

- 1) The Georgetown ISD Representative (GISD Rep) completes a contract to hire a Contracted Service Employee (CSE). *Contracts are department specific. Each department will determine which staff members can contract Contracted Services Employees.*
- 2) The GISD Rep gives a copy of the signed contract to the CSE.
- 3) The GISD Rep sends a copy of the signed contract to their Department Administration (Dept. Admin).
 - **Athletics:** Kim Hahn and/or Julie Leps
 - **Fine Arts:** Sandy Hill and/or Gretchen Parker
 - **Special Ed:** Ann Allman
- 4) The GISD Rep instructs the CSE to go to the GISD website and complete the Contracted Services application.

- Select **Careers** tab on GISD website
- Click on **Job Opportunities**
- Instructions guiding the applicant through the application can be found on this webpage. **“Applying for Jobs with Georgetown ISD: FastTrack User Guide”**

The screenshot shows the 'Careers at Georgetown ISD' page. At the top, there are navigation tabs: Rezoning, Departments, Careers, Volunteers & Mentors, Parents, Staff, and Students. Below the tabs is a breadcrumb trail: Home > Departments > Human Resources. A large green button labeled 'JOB OPPORTUNITIES' is prominently displayed. Below the button, there is a section titled 'Why GISD?' followed by a paragraph about the district's commitment to excellence. Another section titled 'All applications must be completed and submitted online.' provides details about the application process. A 'How to Apply Online' section offers instructions for current employees and the general public. At the bottom, there are links for 'Online Application Instructions & User Manuals' and 'Applying for Jobs with Georgetown ISD: FastTrack User Guide'.

- Select **Contracted Services (current school year)** to highlight this position

Apply	Category	Position Description	Assignment Description	Group
		Administration	Executive Director	Campus Operations
		CONTRACTED SERVICES 15-16	Contracted Services	Contracted Services
		MENTOR 15-16	*	
		Special Education	Diagnostician/LSSP	Diagnostician/LSSP
		Teacher-Bilingual	Bilingual	Teacher

- Click **Apply for Selected Position** in the upper right corner of the webpage.

Location	Application Deadline	Position ID	Job Type
Administration	When Filled	160510001	
DISTRICT	06/30/2016	150630003	
DISTRICT	06/30/2016	150729002	
DISTRICT	When Filled	160510007	204-PT
DISTRICT	When Filled	160115001	Bilingual

- After clicking **Apply for Selected Position**, the **Log In** screen will appear.

Existing Users Please Log In

Username:

Password:

[Forgot your username/password?](#)

New Users Please Create a Profile

I Would Like To Create a New Profile

Your Email Address:

* Your First Name:

* Your Last Name:

* Your Username:

* Your Password:

* Re-Enter Password:

* Your SSN:

* Re-Enter SSN:

- **NEW USERS:** If the applicant has never before applied online using the FastTrack system they will **check the box** that says **“I Would Like To Create a New Profile”** and then fill out the required fields and click **Create Profile**.
- **EXISTING USERS:** If the applicant has applied for a position with Georgetown ISD using the FastTrack system before, they **MUST use the same username and password that was created originally** to start the application.
- **FORGOT PASSWORD:** If the username and password has been forgotten, select **“Forgot your username/password?”**

- The Contracted Services applicants, after logging in, must complete the **1) Contact Information** and **5) General Questions** sections **completely**.
- The **2) Education History**, **3) Certifications/Licenses**, and **4) Employment History**, sections **do not** need to be filled out completely for the Contracted Services position but the applicant will need to **check** by the red message at top of each section

“I Have Completed This (section) To The Best Of My Abilities” and click “**Save and Next**”.

- After all sections say **Completed** and the applicant is ready to submit the application, click on **Submit to HR**.

Application Dashboard

Job Listing

Listing ID: 150630003 Location: DISTRICT Type: Part Time
 Position: CONTRACTED SERVICES 15-16 Dept: District Services Deadline: 06/30/2016
 Assignment: Contracted Services Group: Contracted Services Appl. Status: Not Submitted

[View Details Of This Job Listing](#)

This position has 6 sections to complete before you can submit your application. The sections are listed below and can be completed in any order. Each section (except Comments) contains a checkbox indicating that you have entered the information to the best of your abilities. Checking the checkbox will also change the status of the corresponding section below to 'Completed'. When no sections are marked 'Incomplete', you may submit your application to Human Resources with the button at the right.

Contact Information	Completed	Edit	1
Education History	Completed	Edit	2
Certifications/Licenses	Completed	Edit	3
Employment History	Completed	Edit	4
General Questions	Completed	Edit	5
Comments	Optional	Add	

Georgetown Independent School District requests information about age, sex, race/ethnicity, and social security/driver's license numbers for the purpose of obtaining criminal history record information and for compliance with EEOC requirements. This confidential information is not used to determine eligibility for employment and is not sharing with hiring managers. Georgetown Independent School District is an equal opportunity employer and does not discriminate in hiring based on age, race, color, creed, religion, disability, gender, ethnic or national origin, or military or veteran status. GISD prohibits discrimination against individuals with disabilities and will reasonably accommodate applicants with a disability, upon request.

- The applicant will receive an email letting them know that their application has been submitted.

After the application is complete and submitted, the process will continue as follows:

- 1) Dept. Admin will request a background check.
- 2) Once background check is completed/cleared, Dept. Admin will enter a Personnel Action Form (PAF) and to indicate to HR to begin fingerprinting and send out personnel paperwork to be completed.
- 3) HR will contact the CSE to set up an appointment for Fingerprinting and/or additional required paperwork.

It is important that the CSE has entered a correct email address in the application since the required paperwork emails will be sent to that address.

- 4) Once paperwork and fingerprinting is complete, an email will be sent to the submitter of the PAF that the HR paperwork has been completed for the CSE.
- 5) The CSE will receive an email with their GISD username and password. CSE will be instructed that before working on campus/events they will need a badge issued from HR. This email will also provide links to Technology Tutorials (including email use and checking their paycheck information online).
- 6) HR will contact CSE to set up appointment to issue their Contracted Services Badge.
- 7) Once the CSE has received their Contracted Services Badge, they are cleared to work on the campus/events. This badge will need to be presented when signing in to work on campuses (they should also check in through Raptor system when on a campus). The ID Badge must be returned once their contract is complete.