

# FREQUENTLY ASKED QUESTIONS

REGARDING . . .



## Username & Password

### 1. My Username and Password are not working. What do I do?

You must create a New Account (Username and Password) if you're using the new Online Application Process.

### 2. I previously created a new account but I forgot my username and/or password. What should I do?

Click on "Forgot your password?" and enter your username or email address. The system will send you an automatic email with your username and password.

### 3. If I'm applying for both Classified and Professional positions, can I use the same account (username and password)?

You must create two different accounts (username and password).  
However, you can use the same information.

## Application

### 4. I completed an application on December 1, 2007 (or before) and I would like to update it. Is my application still current or do I have to re-do it?

The district implemented a New Online Application Process since January, 2008.  
Therefore, you must fill out a new application.

### 5. I visited the Region XI website. Do I fill out an application for each district listed?

No, you only need to fill out one application if other school districts are part of the Region XI consortium. All Region XI participating school districts will have access to your application.

### 6. I just completed my online application and submitted it. How do I know if you received it?

You will get an automatic email with the following message: "Thank you for using the Applicant Tracking System." That means we have received your information.

**Please do not call or send e-mails.**

### 7. I would like to apply for both Classified and Professional positions, is it just one application?

No, you have to fill out two separate applications: one for Classified and one for Professional.

### 8. I have completed my online application, how can I tell which jobs I applied for?

Please log back in to your On-line Application Account and click under Applied Jobs to view the jobs you indicated.

**9. I have a new e-mail address. Can you please change it?**

Please log back in to your On-line Application Account and make all the necessary changes to your application.

**10. I'm interested in a (specific) teaching position at Denton ISD. However, the website listings do not include the actual school.**

**How do I know which campus/grade level I'm applying for?**

The Denton ISD does not post specific school vacancies. We are currently looking for applicants in all teaching areas for this school year. Our principals have access to our applicant database and will contact candidates for interviews based on their specific vacancies and/or needs.

**11. What's the status of my application? Will my completed application allow me to contact Campus Principals to inquire about vacancies?**

All Campus Administrators have access to your on-line application and will contact applicants and make decisions regarding potential interviews and employment opportunities. Filling out an application **does not** guarantee an interview. Interviews are contingent upon vacancies and need.

**Credentials**

**12. If I am not able to upload my information into the system, may I mail copies of my resume, letters of recommendation and transcripts?**

Unfortunately, all resumes, letters of recommendation or transcripts must be attached to your online application. School Administrators have access to your information and may download your on-line application along with your credentials.

**13. Can I mail my credentials if I don't have access to a scanning machine?**

No, our goal is to maintain a paperless application process.

The Human Resources Department **will contact you** if any additional information is required.

**TeacherInsight Interview**

**14. Who do I call if I have any problems with the Teacher Insight Assessment?**

Please call the Gallup Client Support (help desk) at 877-425-5871 or [help@gallupuniversity.com](mailto:help@gallupuniversity.com).

**15. I already completed my online application and I need to take the Teacher Insight. How do I get access to the Gallup site?**

After your application is completed, the system will send you an automatic e-mail within 24 hours asking you to take the TeacherInsight Assessment.

**16. I already completed the Teacher Insight with another district. How do I send the results to Denton ISD?**

Based on the e-mail regarding TeacherInsight that was sent to you, it has some instructions on how to send your results to Denton ISD. Please follow the directions in the e-mail to complete the process.

**17. I lost/deleted my e-mail from Gallup regarding TeacherInsight.**

**How do I get another e-mail so I can take the Teacher Insight questionnaire?**

Please email [gglass@dentonisd.org](mailto:gglass@dentonisd.org) regarding this issue and we will re-send an email to your account.

**18. Do I have to take the Teacher Insight if I am applying for a Campus Administrator position?**

No, you do not have to take the TeacherInsight Assessment if you are applying for an Administrative position. If you are applying for a Teaching and Administrative position, you will have to take both the TeacherInsight and the PrincipalInsight.

**19. Where can I get information regarding the Teacher Insight Assessment?**

If you get an email asking you to take the Teacher Insight Interview, click on the Gallup Teacher Insight Assessment link and click on their Frequently Asked Questions Sheet.

**Certification**

**20. Do I need to be certified in Texas before I can apply for jobs in your district?**

In order to apply for a teaching job position, you must either be degreed and looking into an alternative program or certified in another state. There is a place on the application where you can show that you are in an alternative certification program or are at least looking into one. Information regarding *How To Become A Teacher in Texas*, can be found at the SBEC (State Board for Educator Certification) website at [www.sbec.state.tx.us/](http://www.sbec.state.tx.us/).

**21. Who do I contact regarding additional questions about certification?**

You can contact Judy Gramling at (940) 369-0046 / [jgramling@dentonisd.org](mailto:jgramling@dentonisd.org).

**Miscellaneous**

**22. How do I find out the salary for a job which I am applying for?**

Salary information can be located on our website at [www.dentonisd.org](http://www.dentonisd.org), click under the Employment Tab and then click on Salary Schedules located on the left side.

**23. What are considered Classified Positions?**

All non-professional jobs such as paraprofessional (clerical and teacher aides/assistants), operations/auxiliary (food service, custodians, transportation and others) and substitute teaching.

**24. Who do I contact regarding any questions about Classified Positions?**

*Paraprofessional* – Janell Edwards at (940) 369-0044 / [jedwards2@dentonisd.org](mailto:jedwards2@dentonisd.org)

*Operations/Auxiliary* – Nancy Stewart at (940) 369-0202 / [nstewart@dentonisd.org](mailto:nstewart@dentonisd.org)

*Substitute Teaching* – Camillia McCary at (940)369-0045 / [cmccary@dentonisd.org](mailto:cmccary@dentonisd.org) or  
Jenny Kenney at (940) 369-0591 / [jkenney@dentonisd.org](mailto:jkenney@dentonisd.org)