



Frequently Asked Questions

I have previous teaching experience in an accredited public or private school. What items do I need to ensure my salary is on the correct pay scale?

You will need to have your original official service record(s) and original official transcript(s) sent to you from your previous employer and bring them with you at signing. If you cannot get them prior to signing day, you may bring them in at a later date during the school year and your salary will be adjusted.

I have previous teaching experience out of the state of Texas. What do I need?

You may obtain proper service record forms in the Human Resources Office. Salary credit for experience obtained outside the state of Texas will not be granted until the original service records are received and verified.

I have college transcripts from more than one College/University. Do I need each of those?

Yes, official transcripts from each institution will be required. These transcripts must bear the seal of the college, signature of the registrar and show degree conferred (if applicable).

How will my paychecks work?

Employees are paid on a semi-monthly basis. Pay dates are the 5th and 20th of each month. If payday falls on a holiday, you will receive your paycheck the last working day prior to the holiday. Employees are paid on a 12 month basis. All employees are required to sign up for direct deposit (form included in new hire packet) with the payroll department.

If I am interested in the district Benefits Plan, where do I find information?

We have a link on your new hire packet sheet that will take you to all benefits information.

How do I find out information on required New Teacher activities?

We have a link on your new hire packet sheet that will take you to all new teacher information.

How will I obtain Klein Internet/E-Mail Access?

We have an access sheet in the New Hire Packet that you will complete and this will be sent by your HR Specialists to appropriate offices for set-up. Once you are set up if you have any problems, please contact the IT Help Desk (832.249.4357)