

## Teaching Intern Information

Mesa Public Schools will only consider candidates interested in teaching:

- Special Education
- Math
- Science
- English
- Foreign languages



If you have any questions regarding the TIR program feel free to contact:

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HR Assistant  
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### Steps for applying to become a Teacher in Residence:

1. Submit a letter of interest and resume to Dr. Kevin Mendivil. This letter should include what subject area you are interested in teaching; if/when you have taken the [AEPA](#), why you want to become a teacher and any relevant background information.
2. Take and pass the appropriate subject knowledge [AEPA](#).

Teacher in residence candidates are selected AFTER all certified candidates have been placed. At that time, selections will be made by Dr. Mendivil, and chosen candidates will be notified to complete an application and will be scheduled for initial interviews.

### TIR Fast Facts

- ❖ Candidates must hold a bachelors degree
- ❖ MPS is partnered with [Rio Salado College](#), [Grand Canyon University](#) and [Arizona State University](#)
- ❖ This is a 2 year program commitment
- ❖ TIR certificates can not be used to complete an education program already in progress
- ❖ Intern teachers must remain in the same grade/content area teaching assignment and school throughout the two year program
- ❖ TIR will start on step 1 level 1 of the salary schedule

## **Checklist for Teacher Interns -Year one-**

***Once you are accepted into the TIR program there are several items you will need, to ensure your compliance with Mesa Public Schools and with the Arizona Department of Education.***

Fingerprint clearance card- AZ Department of Public Safety  
To apply for a card contact 602-223-1825

AEPA 'Subject Knowledge' exam results

Official University/College Transcripts showing degree conferred

Teaching Intern Program Official Verification Form

Teaching Intern Requirement Acknowledgement Form

Complete 'Teacher Intern Certificate' application  
Available at [www.ade.az.gov](http://www.ade.az.gov)

Take the application, \$60 check or money order, and the above documents to the Arizona Department of Education's Transition to teaching director, for approval,.

Upon approval, ADE will issue the teacher intern certificate to the teacher intern candidate. It is the candidate's responsibility to make sure that MPS obtains a copy of the certificate.

*Please be aware that the program must be completed within the consecutive 2 year timeline of the teacher intern certificate. No stopping and starting of the program is allowed as per State Board of Education Rule R7-2-612.*



## Checklist for Teacher Interns -Year Two-

***Upon successful completion of the first year of the TIR program, the candidate will need to apply for an extension of certificate through ADE. The following items are required for an extension:***

University/College letter verifying satisfactory completion of required course work

Official University/College transcripts verifying satisfactory completion of required coursework

Letter of 'Intent to Hire' or contract from MPS for second school year

Complete 'Extension of Teacher Intern Certificate' application  
Available at [www.ade.az.gov](http://www.ade.az.gov)

No fee to extend certificate

Take the application and the above documents to the Arizona Department of Education's Transition to teaching director, for approval.

Upon approval, ADE will issue the teacher intern certificate to the teacher intern candidate. It is the candidate's responsibility to make sure that MPS obtains a copy of the certificate.

*Please note that the Professional Knowledge AEPA exam and AZ/US Constitution, should be completed during the first semester of the second year to ensure requirements are met prior to the end of the program and expiration of the Teacher Intern Certificate.*



