



Do you have a bachelor's degree?

Become a substitute teacher for Mesa Public Schools

1. Obtain an Arizona IVP Fingerprint Clearance Card

- a. Issued through the Department of Public Safety
- b. Pay with a cashier's check or money order made payable to AZ DPS for \$67
 - i. You may call and request a packet at (602) 223-2279

2. Obtain an Arizona teaching or substitute certificate

- a. Issued through the Department of Education – located at 1535 W Jefferson St.
 - i. Requirements:
 1. You can apply for a substitute certificate with a bachelor's degree
 2. IVP Fingerprint Clearance Card
 3. Official transcripts
- b. Call (602) 542-4367 or visit their website at <https://www.ade.az.gov/>

3. Submit an online employment application

- a. Begin your online application at <http://www.mpsaz.org/hr/careers/jobs/substitute>
 - i. Upload the following:
 1. Fingerprint Clearance Card
 2. Arizona Teaching or Substitute Certificate
 3. Transcripts

If your application is approved, you will be notified to submit processing paperwork. Along with the processing paperwork, you will need to bring original employment eligibility documentation.

Once processing is complete you will be scheduled to attend a mandatory New Substitute Orientation.

We are located at 63 E. Main Street, 2nd Floor, Mesa.

Call Sub Services at (480) 472-0434 with any questions.

Office Hours 7:30am-3:00pm <http://www.mpsaz.org/hr/subs>