

POMERENE SCHOOL DISTRICT
Substitute Teacher

On-call to provide instruction to students in accordance with established lesson plans and administrator directions. May prepare lesson plans and, evaluate and monitor students' performance.

MINIMUM JOB REQUIREMENTS

Arizona IVP fingerprint clearance card.

Valid Arizona Teacher Certificate or Substitute Certificate

Teaching Experience

Verbal & written communication skills in English and a demonstrated ability to read and comprehend written/graphic and oral instructions

PREFERRED REQUIREMENTS

Valid Arizona Teaching certificate

How to Obtain an Arizona Substitute, K-12 Certificate

An Arizona Substitute Certificate can be obtained through the [Arizona Department of Education](#). Mesa Public Schools does not issue certificates.

You will need the following items to apply for the certificate:

- A bachelor's degree from an accredited institution. Official transcript(s) required.
- A photocopy of your valid [Arizona IVP fingerprint card](#) (plastic). For more information visit the [Arizona Department of Public Safety](#) website or call (602) 223-2279.
- Completed Application <https://www.azed.gov/educator-certification/educator-certification-career>.
- A **CHECK OR MONEY ORDER** for the amount due, made payable to the Arizona Department of Education (ADE)

Mailing Address Phoenix office: P.O. Box 6490, Phoenix, AZ 85005-6490

Physical Address: 1535 W. Jefferson, Phoenix, AZ 85007

All requirements for the Substitute Certificate must be met.

For more information you may contact the Arizona Department of Education at (602) 542-4367 or visit their website at <https://www.azed.gov/educator-certification/educator-certification-career>.