

Required Documents for positions at PV Schools

- Proof of MMR is required for all positions if born after December 31, 1956
- Proof of TB Skin Test is required for licensed child-care program Community Education positions

For Administrators

All applicants are required to attach the following documents to their online application:

- Valid Arizona Administrative Certificate, if required for specific position (see job description)
- Resume
- Cover Letter
- Three Recent Signed Professional Letters of Recommendation
- All Transcripts
- Valid IVP Fingerprint Clearance Card, if required for specific position (see job description)

Please review the job description for requirements pertaining to the specific position.

For Teachers

All teaching applicants are required to attach the following documents to their online application:

- Valid Arizona Teaching Certificate
- Appropriately Certified Documentation
- Valid SEI Endorsement
- Three Recent Signed Professional Letters of Recommendation
- All Transcripts
- Valid IVP Fingerprint Clearance Card

Information on the Arizona Certification and Appropriately Certified requirements is available from the Arizona Department of Education. Visit www.ade.az.gov, call 602.542.4367 or write to:

Arizona State Department of Education
Teacher Certification Unit
P.O. Box 6490
Phoenix, AZ 85005-6490

Information on obtaining an IVP Fingerprint Clearance Card is available from the Arizona Department of Public Safety. Visit www.azdps.gov/services/fingerprint, or call 602.223.2279

For Other Certified Positions

Other certified positions include Speech Language Pathologists, School Psychologists, Occupational Therapists, Physical Therapists, Nurses or Social Workers. You must attach the following to your online application:

- Arizona State License
- Valid Arizona Certificate issued by ADE (Speech Language Pathologists and Psychologists only)
- Three Recent Signed Professional Letters of Recommendation
- All Transcripts
- Valid IVP Fingerprint Clearance Card

For School Nurses

Nurses need to provide:

- A copy of your State of Arizona School Nurse license
- Three Recent Signed Professional Letters of Recommendation
- All Transcripts
- Valid IVP Fingerprint clearance card

For Substitute Teachers

Substitutes are required to attach the following documents to their online application:

- Valid Arizona Teaching and/or Substitute Certificate
- Valid IVP Fingerprint Clearance Card
- Three Recent Signed Professional Letters of Recommendation

For Substitute Education Support Professionals

All ESP substitutes are required to attach the following documents to their online application:

- Two Recent Signed Employer Letters of Recommendation (one letter from most recent supervisor)

For Education Support Professionals

All ESP applicants (non-teaching) are required to attach the following documents to their online application:

- Certificates/Licenses (if applicable)
- Two Recent Signed Employer Letters of Recommendation (one letter from most recent supervisor)
- Transcripts (if applicable)

These ESP positions require additional documents:

Community Education Licensed childcare programs

- High School Diploma
- Valid IVP Fingerprint Clearance Card (accepted, not required)

No Child Left Behind Para-Educator positions at a Title I schools

- Obtaining a passing score on an ADE-approved assessment (attach score report) for Para Pro, ACT Workkeys or Master Teacher's Para Educator Learning Network exam, or
- Transcripts of Associate Degree (or higher), or
- Transcripts of 60 college credit hours at an accredited institution of higher education (100 level coursework and above)

Bus Drivers as well as Transportation Positions and Facilities & Construction Positions

that require the driving of a district vehicle will require a 5 year MVD Certified Driving Record.

