



Substitute Teaching with Mesa Public Schools

1. Obtain an Arizona IVP Fingerprint Clearance Card

Issued through the Department of Public Safety

For more information call (602) 223-2279 or visit <https://www.azdps.gov/psp>

2. Obtain an Arizona teaching or substitute certificate

Issued by the Arizona Department of Education

Minimum Requirements:

1. Bachelor's Degree
2. IVP Fingerprint Clearance Card
3. Official transcripts

For more information call (602) 542-4367 or visit <https://www.ade.az.gov/>

3. Submit an online employment application

Online application <https://mpsaz.tedk12.com/hire/index.aspx?jcat=substitute>

Include the following:

1. Fingerprint Clearance Card
2. Arizona Teaching or Substitute Certificate
3. Contact information for your three most recent employers in the reference section of the application (Supervisor or HR).

Your application will be reviewed within 10 business days. If your application is approved, you will receive new hire documents via email and links to complete the online orientation. Along with the electronic paperwork, you will be contacted to schedule an in-person appointment to complete the hiring processes.

2023-2024 Substitute Teaching Rate

\$140 per day with a substitute teaching certificate / \$180 for long-term assignments

\$170 per day with a teaching certificate / \$200 per day for long-term assignments

<http://www.mpsaz.org/hr/subs>