

*Red Rock School District would like to thank you for your
interest in Substituting.*

SUBSTITUTE TEACHER

To receive a Substitute Certificate you must...

***Have a valid Arizona Fingerprint Clearance Card.**

To obtain an Arizona Fingerprint Clearance Card Packet contact:
The Arizona Department of Public Safety (DPS) by phone (602) 223-2279.
DPS will send you the fingerprint clearance card packet. Once you receive the packet,
make an appointment to be fingerprinted at any Department of Public Safety (DPS).
Mail fee (money order/cashiers check) along with the application and fingerprints in the
envelope they provide.

***Certification**

You must complete an [Application for Certification](#) from the Arizona State Board of
Education Certification Unit.

After receiving DPS fingerprint clearance card, submit card with the \$60.00 fee, along
with your application and **official transcripts** to the Arizona State Board of Education –
Certification Unit to the following address:

400 W Congress St., #118
Tucson, AZ 85701
(520) 628-6326

or

P.O. Box 6490
Phoenix, AZ 85005-6490
(602) 542-4367

Red Rock School requires certificate be recorded with Pinal County Superintendents Office.

You can mail your **original** Certificate to:

Pinal County Superintendents Office
P.O. Box 769
Florence, AZ 85132

Note: May substitute under any type of Arizona valid teaching certificate.

AFTER RECEIVING YOUR CERTIFICATE

You may complete an [Application to Teach](#) along with all required documentation attached and
drop it off at the Administrative Office:

20854 E. Homestead Dr.
Red Rock, AZ 85145

or

You may mail it to:

RRSD - Human Resources
P.O. Box 1010
Red Rock, AZ 85145

Required Documentation:

- ~Completed Application to Teach
- ~Arizona Substitute Certificate recorded in Pinal County
- ~Fingerprint clearance card from the Department of Public Safety
- ~Resume
- ~3 Letters of Professional Recommendation

SUBSTITUTE SUPPORT STAFF

Complete [Support Staff Application](#) along with all required documentation attached and drop off at Administrative Office:
20854 E. Homestead Dr.
Red Rock, AZ 85145

or

You may mail it to:
RRSD - Human Resources
P.O. Box 1010
Red Rock, AZ 85145

Required Documentation:

- Completed Application
- Resume
- 3 Letters of Professional Recommendation
- *If considered, the District will require an FBI check

COMPENSATION

Red Rock School District Currently Pays:

Certified Substitute Teachers:

\$90.00 per day
\$45.00 per half days (3.5 hours)

Substitute Support Staff:

\$60.00 per day
\$30.00 per half days (3.5 hours)

Questions, contact Human Resources at 520-917-7307

Red Rock Elementary School District

20854 E. Homestead Dr
Red Rock, AZ 85145
Phone: (520) 917-7307
Fax: (520) 917-7310

Hours of Operation
7:30 a.m. – 3:30 p.m.

Mayra Martinez

Human Resources

mmartinez@redrockschools.com

