

Substitute Teachers

Daily rate of pay for substitute teachers is as follows:

- **\$95 per day for all assigned full-day coverage.**
- \$105 per day for any substitute teacher who subbed 90 days or more in the District the previous school year.
- \$110 per day for all days beginning with the 21st consecutive school day in the same assignment (sub for the same teacher each day).

Certified/substitute applications **must** attach the following items to the online application:

- Official transcripts
- (3) letters of reference
- Resume / placement folder
- Substitute teaching certificate, secondary teaching certificate, or administrative certificate
- Copy of fingerprint clearance card (front and back side)

How do I obtain a substitute certificate or fingerprint clearance card?

If you do not have a substitute certificate, you must apply for one through the Arizona Department of Education. The ADE will issue a substitute certificate for individuals who have a bachelor's degree in any area and have obtained a fingerprint clearance card. Please visit the Arizona Department of Education at <http://www.ade.state.az.us> for specific certification requirements. If you do not have a fingerprint clearance card and you are interested in becoming a substitute teacher for the district, please call us at 623-478-4163 for a fingerprinting appointment and we will give you the required forms so you can apply for your fingerprint clearance card.

Background Check

The Tolleson Union High School District pays for a background check screening for ALL employees. As a condition of employment, employees must sign an authorization form to conduct the background check screening. The Human Resources office will arrange to give the form to recommended candidates for hire.