

## Administrative

Administrative positions include:

- Principal
- Assistant Principal
- Directors

Administrative applications must include the following items:

- Official transcripts
- (3) letters of reference
- Resume/placement folder
- Administrative certificate
- Copy of fingerprint clearance card (front and back side)
- 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.

Out of state applicants are encouraged to contact the Arizona Department of Education for certification under reciprocity.

Arizona Department of Education  
1535 West Jefferson Street  
Phoenix, Arizona 85007