

Required Documents for positions at Nadaburg Unified School District

- Proof of MMR is required for all positions, if born after December 31, 1956

For Teachers

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

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

Information on the Arizona Certification and Highly Qualified 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 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
- Highly Qualified Documentation

For Classified Positions

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

- Certificates/ Licenses (if applicable)
- Three Recent Signed Professional Letters of Recommendation
- Transcripts (if applicable)
- **Bus Drivers Only:** Five Year Driving Record

For Classified Substitutes

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

- Three Recent Signed Professional Letters of Recommendation