

## Substitute Service

### Applications

Presidio School would like to thank you for your interest in substituting. We are currently accepting applications for Certified Substitute Teachers.

You may complete an online application or in person at the administrative service center  
[1695 East Fort Lowell Road, Tucson, AZ 85719](#)

If you need additional information or have any questions, please contact

[Substitute Coordinator office \( 520 \) 881-5222 ext. 1521](#)

### Compensation

Presidio School's current compensation:

#### Substitute Teacher

- \$125 per Full day ( 4hrs. > )
- \$ 62.50 per ½ day ( 4hrs. < )

May after you complete your application online or at the Administration Service Center, please have the following documentation available:

- IVP Fingerprint Clearance Card from the Department of Public Safety
- Copy of recorded Certificate
- Copy of your Transcripts showing completion of at least a Bachelor's Degree
- Copy of your resume
- Identification ID

### Substitute Teacher

To receive a substitute certificate:

#### Must have a valid Arizona IVP Fingerprint Clearance Card.

- Obtain an Arizona Fingerprint Clearance Card IVP Packet :
- Contact the Arizona Department of Public Safety ( DPS ) at ( 602 ) 223-2279. DPS will send you the fingerprint clearance card IVP packet.
- Make an appointment to be fingerprinted at any Department of Public Safety ( DPS )
- May you apply online at the website Department of Public Safety and find the link to the fingerprints clearance card (<https://www.azdps.gov/services/public/fingerprint> ) and get schedule an appointment. (This site is suitable for new applicants or revenue just need to provide your IVP #)

Phone/Fax:	Mailing Address:	Physical Address:
602.223.2279 602.223.2947 - fax	Arizona Department of Public Safety Applicant Clearance Card Team P. O. Box 18390 Phoenix, AZ 85005-8390	Arizona Department of Public Safety Public Service Center 2222 W. Encanto Blvd. Phoenix, AZ 85009