

## REQUIREMENTS

1. **Certified** - Hold a valid certificate from the Arizona Department of Education. The certificate must be filed with the District Office and the County Superintendent of Schools, Kingman, Arizona
2. **Support Staff** - Have a high school diploma or equivalency degree. (to become a permanent employee you must have (1) have earned 60 credits at an institution of higher education; (2) obtain an associate's (or higher) degree; or (3) pass State approved alternative test).
3. Submit an online application ([www.havasu.k12.az.us](http://www.havasu.k12.az.us))
4. Obtain fingerprint clearance
5. Provide the district with a current phone number and have dependable transportation.
6. Attend a scheduled orientation session of all substitutes. In order to ensure that the skills of substitutes are requested to attend an in-service training. The training will address skills in the areas of classroom management, planning and implementing instruction, and motivating and reinforcing productive student behavior.
7. As a professional joining the certified substitute staff, we encourage you to spend time observing in the classroom. This will give you insight on classroom management, discipline, and teaching skills at work. Observing should help make the transition into the role of teacher. These times can be scheduled one day ahead with the schools you choose. This is voluntary, but will be considered when you are requested to sub.

**If you choose not to stay on as an active member, please contact the District Office and an exit interview will be scheduled for you.**