

## TUSD Minimum Requirements Resources

This information is intended to provide you with an overview of required documentation for different TUSD positions you may be interested in pursuing. Please reference the requirements listed in the job posting associated with your recent offer.

All recommended candidates will be subject to minimum qualifications review and satisfactory results of an employment background check. Candidates are not expected to complete all of these requirements prior to an official hire letter. Out-of-pocket expenses are not eligible for reimbursement from the district.

### Arizona IVP Fingerprint Clearance Cards

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Fingerprint clearance cards are issued by Arizona Department of Public Safety (AZ DPS). They establish the procedures for applying for an IVP Fingerprint Clearance Card.

If you need to obtain a fingerprint clearance card, please [complete the online application](#) via the AZ DPS Portal.

Processing time may vary depending on the time of year. Typically, most cards are issued within 2-4 weeks.

#### **AZ DPS Contact Information:**

Phone: 602-223-2279 | Web: [www.azdps.gov/services/public/fingerprint](http://www.azdps.gov/services/public/fingerprint)

### Arizona Department of Education (ADE) Certificate

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The Arizona Department of Education establishes certification guidelines for Arizona educators. If you need to obtain certification, please [complete the online application](#) via the AZEDCert Portal. Individuals should ensure that you meet certificate requirements prior to applying.

Processing times vary depending on the type of certification you are applying for. Please account for extended processing delays during the summer months.

#### **ADE Contact Information:**

Phone: 602-542-4367 | Email: [Certification@azed.gov](mailto:Certification@azed.gov) | Web: [www.azed.gov/educator-certification](http://www.azed.gov/educator-certification)

### Bilingual Exams

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The bilingual exam is required for some teacher assistants, clerical positions, and interpreters. Please email [Nancy.MedinaBeltran@tusd1.org](mailto:Nancy.MedinaBeltran@tusd1.org) or call 520-225-4858 to reserve your spot.

Testing may take up to 2 hours. Please plan accordingly.

### CPR/First Aid Certification

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Only in person courses are accepted. You may register through our [List of Recommended CPR/First Aid Providers](#). Please ensure you review requirements of your position and register for the correct class (BLS, CPR only, or First Aid and CPR).

Courses may be accepted from other providers if up-to-date curriculum from the following programs:



## MMR Proof of Immunization

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TUSD does not mandate additional vaccinations as a condition of employment (exception – Community School positions). However, TUSD supports the voluntary vaccination against communicable diseases to protect the school community. If proof is not provided at time of hire, new employees will be asked to sign a waiver.

Employees who do not have proof of immunization on file with HR will be subject to the Pima County Health Department's recommendations for nonimmune employees, in the event of an outbreak. This could include leave without pay.

## Motor Vehicle Report (MVR)

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Driver licenses must be verified by conducting a Motor Vehicle Department Inquiry and 39-month history report for positions that require employees transporting students or use of vehicle to conduct District business.

If driving history is exclusive to Arizona, TUSD can pull this report for you. Individuals who are from out-of-state will need to provide the equivalent 39-month history by contacting the applicable Motor Vehicle Division.

## Parapro Assessment

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The Arizona Department of Education (ADE) Every Student Succeeds Act (ESSA) requires all Paraprofessionals (TUSD Teacher Assistants) in Title I districts to have a passing score in an ADE-approved Paraprofessional Assessment (unless proof of 60 or more credit hours from an accredited institution is provided).

TUSD offers the Paraprofessional Assessment at a cost of \$45. To register, please email [ParaPro@tusd1.org](mailto:ParaPro@tusd1.org).

## Transcripts

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TUSD may request transcripts with degree posted for some district positions.

Official Transcripts are those issued directly by the institution at which the coursework was completed, or the degree earned, holding original seals and/or stamps and/or signatures.

Unofficial Transcripts may be accepted on occasion to satisfy minimum qualification requirements. These will not be acceptable for educational stipends that may apply for some district positions.

Foreign transcripts will require translation and evaluation services. Individuals may request these from the list of [Arizona Department of Education-approved Foreign Credentials Evaluation Agencies](#).

## Tuberculosis (Tb) Screening

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Employees in Community Schools facilities will require a Tb screening in accordance with Bureau Childcare Licensing requirements.

This can be completed with your health care provider or Concentra locations.



Scan to download this handout or visit [www.tusd1.org/human-resources-department](http://www.tusd1.org/human-resources-department).