

About TUHSD

Dear Applicant:

Welcome to Tempe Union High School District's Employment Opportunities page. We'd like to invite you to come join our team! Located in the heart of beautiful Tempe, Arizona, Tempe Union High School District is an award-winning district that prides itself on outstanding commitment to students, community, and staff. Our District's mission is *excellence in teaching and learning*. The words "exceptional," "excelling," and "extraordinary" describe the numerous achievements of our students. Our District takes pride in meeting the needs of our culturally rich student population by offering traditional and non-traditional programs featuring rigorous academics, fine arts, and athletics. All six of our comprehensive high schools have achieved an "A" rating from the Arizona Department of Education. Compadre Academy is the "School of Choices," equipping young adults with the knowledge and skills essential to pursuit of a meaningful, fulfilling life.

Tempe Union High School District has much to offer our employees. We provide competitive pay, great benefits for eligible employees, matching contributions to the Arizona State Retirement System. We also offer a plethora of quality staff development opportunities that foster a climate of continued professional growth for all employees.

We are seeking future employees who are committed to providing an excellent learning environment for our students. We believe that each employee is an educator, whether their contribution to educational excellence is made by teaching, coaching, serving meals, keeping our facilities clean, or safely transporting students on the bus. If you are passionate about educating tomorrow's leaders, please complete and submit the appropriate online application.

Next Steps for Applicants

- ✓ **Complete the Appropriate Online Application:** You will receive an email confirming your user id and password, and a second system-generated email confirming receipt of your application after it is successfully submitted.
 - *Please provide an established email account in your application. Please check this account frequently as it is our primary way to contact applicants.*
 - *Save your user id and password so you can access and update your online application as needed.*
- ✓ **Provide Accurate Employment History Information:** Include part-time employment and self-employment experiences, and explain all gaps in employment.
- ✓ **Background Questionnaire:** All applicants must truthfully respond to the background questions contained in the application. Please disclose the information no matter how long ago the incident occurred, *even if a conviction was later expunged, reversed, dismissed, or otherwise set aside.*
- ✓ **References:** Your reference section should provide accurate contact information for your former supervisors. *If your former supervisor no longer is with the employer, please include contact information for the Human Resources Department.* Generally, for classified employment, the current and two most recent employers must be contacted. For certified employees, a minimum of two references must be contacted. Please note:
 - * References are contacted automatically *if a valid email address is provided.* The first contact is sent when you submit the application and again seven days later if no response is received.
 - * If you are offered employment, reference checks must be completed.
- ✓ **Applying for a Posted Job Vacancy:** On the *Employment Preferences* page, select up to three preferences for any opening at any school. To link to a *specific* job posting click "Continue" at the bottom of the *Employment Preferences* page, then choose the Add/Edit Entry screen on the following page. Click "Continue" to save.
- ✓ **Supporting Documents:** Supporting documents should be submitted at the time you apply but may be added later. You may update your supporting documents whenever new information becomes available. Please scan and attach supporting documents only once. To upload documents later, click "**Continue**" on the Supporting Documents page so you can submit your application without attachments. You may also attach your resume, curriculum vitae, or other appropriate supporting materials. Here are the documents we are looking for:

Certified and Instructional Support Applicants	Classified Applicants	Substitute Applicants	Extracurricular Applicants	Administrative Applicants
Valid Arizona Teaching Certificate (or licensure where applicable).	No certification required	Valid Arizona Substitute, Provisional or Standard Teaching Certificate	Valid Substitute, Teaching or ADE Coaching Certificate (head coach or sponsor positions)	Valid Arizona Administrator Certificate
Valid Arizona DPS Card	Valid Arizona DPS Card (only if required for position)	Valid Arizona DPS Card	Valid Arizona DPS Card	Valid Arizona DPS Card
Transcripts Passing score(s) on AEPA or NES content area exam for HQ documentation	Copies of licensure (if required for position)	Transcripts	Transcripts not required	Transcripts
Three recent letters of recommendation on letterhead, with signatures	Highly Qualified Paraprofessionals - Transcripts for an Associate's degree or higher, or 60 college credits or		<i>NFHS Coaching Certification (required for all coaches including volunteers)</i>	Three recent letters of recommendation on letterhead, with signatures
NES, AEPA or Praxis scores - used to determine highly qualified status in additional content areas	Passing score on Work-Keys, Parapro, or Master Teacher Paraeducator test			NES, AEPA or Praxis Scores

Questions? Please call Human Resources: 480-839-0292