

Application Instructions: **Community Education Instructor**

Please follow these instructions if you are applying for a Verde Valley Campus teaching position with Community Education or College for Kids.

Please mail, email, or return in person:

- Resume or VITA
- Completed application form (either printed and signed or e-signed)
- Copy of current DPS fingerprint card (College for Kids only – you will need to show original card at time of hiring.)
- Course outline(s) for proposed course(s).

Verde Valley Campus Questions? Call 928-634-6530

Drop or Mail to:

Linda Buchanan
Community Education Coordinator
Yavapai College – Verde Valley Campus
601 Black Hills Drive
Clarkdale, AZ 86324

Email: linda.buchanan@yc.edu

In Person: Linda Buchanan, YC – Verde Valley Campus, Building I-117

Applications and proposals for Fall 2017 must be received no later than July 15, 2017 for consideration. Spring 2018 Community Education must be received no later than October 15, 2017, for consideration. Applications received after that date will be kept on file for consideration in future semesters.

Proposals for Summer 2018 Community Education and College for Kids must be received by February 28, 2018 for consideration.

Thank you for your interest in teaching in your community!

****Information on obtaining a DPS Fingerprint Card:** Arizona applicants will now be using the online-only process in order to apply for all fingerprint clearance cards. College Police will no longer take fingerprints. All fingerprint applications can be completed online at this website: <http://fieldprintarizona.com/>. It takes 5-8 weeks to get a Fingerprint card so begin this process early!