



FAQ:

1. I currently work with Santa Fe Public Schools. Do I have to complete the same process as new hires.

No we have a streamline process for Present Substitutes or District Originals (DO)
(Currently working with Santa Fe Public Schools)

- a. Have a shortened application to fill out.
*please note that we have updated our system with the email that is on file with Santa Fe Public Schools—if you are not using the email address that we sent our initial email communication to apply with ESS, please let us know so we can update our system to recognize you as a District Original.
- b. Will not have to repeat any backgrounds that have not expired.
- c. Will not be required to attend ESS's 5-hour training class.
 - i. Always welcome to attend if you desire but not a requirement
- d. You are encouraged to attend a 1-hour Virtual orientation- (Primarily for providing information and answering questions.)
- e. Will need to attend an In Person meeting to provide ID's to complete your new I-9 form. (if you attend a Virtual Orientation, you will still need to attend an In-Person meeting (to provide ID's only to complete the I-9 Form)

2. What support is ESS providing for Santa Fe Public Schools

ESS will have an ON SITE Account Manager as well as an ON SITE Substitute Hiring Coordinator to help manage daily fills, applicants, recruiting, and all communications.

Additionally, ESS had regional call centers that support our onsite staff as well our team within NM. ESS will have 5.5 full time employees supporting our substitutes in NM for the 2023/2024 school year.

3. Who is ESS, do they have any experience staffing K12?

ESS has been in business for 23 years. ESS specializes in placing qualified staff in daily, long-term, and permanent K-12 school district positions including substitute teachers, paraprofessionals, and other school support staff. Over the last 23 years, we have innovated education staffing to provide dynamic solutions to school districts and professional opportunities to passionate educators. Our team serves over 5 million students with a pool of 92,000 substitute and permanent employees throughout 36 states. Internally, the ESS team is comprised of 650 individuals with a passion for education working together to ensure our 900+ partner districts experience valuable education every day.

ESS has been serving New Mexico students since 2018 and Santa Fe is the 5th school district partnering with ESS in the state.

4. How will this impact my schedule working with ESS

You will continue to have total control of your schedule. Without any limitations. We request that you work at least 4 days a month.

5. How does the pay work with ESS?

You will begin to be paid weekly. We initiate payroll 52 times a year (every Friday). You are paid 2 weeks in arrears.

6. I have retired from NMERB and would like to continue to substitute in the classroom at Santa Fe Public Schools, how does this impact me?

As a Retiree of NMERB it is your responsibility to comply with all requirements of the NMERB which could require you to fill out the "Return to Work" documents.

ESS is looking forward to working with you.