

Thank you for your interest in a guest teacher position. Santa Cruz Valley has approximately 180 classroom teachers who provide instruction to over 3300 students. We have two elementary schools, one K-8 school, one middle school and one high school. We offer competitive pay and the freedom to choose the assignments, grades and subjects you prefer. Guest teacher duty hours range between 6.5 and 7.5 hours per day and our current rate is \$15.00 per hour.

Our guest teachers are employed in cooperation with Educational Services, Inc. (ESI). In order to serve as a guest teacher in the District you will need:

- A completed [SubSource Application with ESI](#)
- A current Arizona Substitute or Teacher Certificate
- A valid Arizona Fingerprint Clearance Card
- Letters of Recommendation (minimum of 2)

The next page contains more information about our partnership with ESI. Information on obtaining your fingerprint clearance card or substitute certificate are also included below.

If you have any questions, please contact me at (520) 375-8267.

Sincerely,



Julieta Quiroz
Human Resources Manager

[How to obtain an AZ fingerprint clearance card](#)
[How to obtain your AZ substitute certificate](#)

David Y. Verdugo
Superintendent

Julieta Quiroz
Human Resources
Manager

Thank you for your interest in serving the students of Santa Cruz Valley Unified School District No. 35 (SCV). You play a vital role in delivering a quality education.

The District has contracted with Educational Services, Inc. (ESI) to provide substitute teachers – an agreement designed to reduce class sizes and increase the number of trained professionals working with our students. ESI provides top-tier benefits and professional development. For example, ESI has teamed with the Sanford Inspire Program at Arizona State University to provide free, online, on-demand continuing education for substitute teachers. This program will help you become an even better teacher, which translates to greater student success.

Effective in October of 2017, all SCV substitutes became employees of ESI. We know you may have questions, many of which you'll find answered in the FAQs following this letter.

To complete the process for working in the District, you must take the following steps:

1. Complete the ESI SubSource Application

Please go to <https://www.educationalservicesinc.com/apply-esi> and click the “**Get Started**” button which is in the middle of the page. When you reach the “**Current Openings**” page select the “**SubSource Substitute Position.**” Be sure to select “**Santa Cruz Valley Unified School District**” as one of your districts of choice in the list of districts available.

The District will contact you for an interview. If recommended for hire by the Santa Cruz Valley Unified School District, ESI will obtain a background check for employment purposes as defined by the Fair Credit Reporting Act. If recommended for hire, you will be prompted via email to complete the next step in the hiring process. This includes completing your new hire employment forms online.

2. Provide copies of the required documents listed in the ESI New Hire Onboarding Process

A list of the required documents can be found on ESI's website. Additionally, you will be provided with a copy of the list by ESI throughout the New Hire Onboarding process. Please note that ALL ESI employees must have a valid IVP fingerprint card.

You may submit your required documents to the District's Human Resources Department. The District will verify your documents and upload scanned copies directly to ESI.

We look forward to working with you soon!