**Assistant Superintendent for *Human Resources***

**Hobbs Municipal Schools Substitute Training Page:**

1. The forms mentioned for (***a-j*** below) should be printed prior to beginning the ***Hobbs Municipal Schools 2014-2015 Substitute Workshop PowerPoint Show***. If you do not have a printer, please come by the Human Resources office located at 1515 E. Sanger to pick-up the packet before beginning the training.
2. Please click on the ***Hobbs Municipal Schools 2014-2015 Substitute Workshop PowerPoint Show***. Follow the instructions of the power point in completing the forms below.
   1. Please print (if able) the Employment Checklist
   2. Please print (if able) the Criminal History Affidavit
   3. Please print (if able) the Payroll Form
   4. Please print (if able) the FICA Alternative Form
   5. Please print (if able) the W4 Form
   6. Please print (if able) the Employee Verification I-9 Form
   7. Please review the [Classified Handbook](http://www.hobbsschools.net/cms/One.aspx?portalId=1377&pageId=29543): ***(You do not have to print the classified handbook out***.)
      1. Please print (if able) the 2014-2015 Handbook Sign Off Sheet
   8. Please print (if able) the Emergency Contact Info Form
   9. Please print (if able) the Sub Observation Forms (3 copies will be needed).
   10. Please print (if able) the Application for Initial New Mexico Licensure
   11. Please print (if able) the Direct Deposit Form
3. Please view the Bloodborne Pathogens powerpoint show.
   1. Please print the ***Blood Borne Pathogens Standard Training Signature Page,*** as it is a New Mexico Public Education Department required training.

1. Please view the Child Abuse powerpoint training show
   1. Please print the ***Child Abuse Substance Abuse Signature Page,*** as it is a New Mexico Public Education Department required training.
2. Please visit the ***AESOP*** website training site and view the brief video on how you will accept and maintain sub jobs for the Hobbs Municipal Schools. This video will walk you through the basics of the Aesop Substitute website. The following subjects are covered.

* Logging in to Aesop
* The substitute’s Home Page
* Searching for available jobs
* Viewing and editing Personal Information
* How to change your PIN
* Where to find Help resources

<http://help.frontlinek12.com/aesop/knowledgebase/substitute-web-basic-training-video/>

Next: You will complete the **SubSkills Training Course;** once you’ve completed the 8-10 hour course, please contact Marcie Schroeder at 575-433-0128 to make an appointment to complete your hiring process. Please print and bring the completed forms and the ***SubDiploma*** to your appointment.