

**ADMINISTRATIVE CIRCULAR NO. 89**

Office of School Site Support

**SAN DIEGO CITY SCHOOLS**

**Date:** March 29, 2005

**To:** Principals, Division and Department Heads

**Subject:** 2005 SUMMER SCHOOL – USE OF BUBBLE SHEETS AS APPLICATION FOR SUMMER SCHOOL EMPLOYMENT FOR OFFICE TECHNICAL AND BUSINESS SERVICES (OTBS) AND PARAEDUCATORS (PARA) BARGAINING UNITS

**Department and/or Persons concerned:** Principals, Division and Department Heads

**Due Date:** Friday, April 22, 2005

**Reference:** Office-Technical and Business Services (OTBS) and Paraeducators (PARA) Collective Bargaining Agreement

**Action requested:** Post information and make applications available to all OTBS and PARA bargaining unit members.

**Brief Explanation:**

The Classified Summer School Employment Application and additional general information is being sent to your sites. This information must be placed in the school office where it is available to all employees in the OTBS and PARA bargaining units who wish to apply for summer school employment. **The hard copy application deadline is Friday, April 22, 2005.** **Note: Only the red original scantron sheet application sent to the sites, and received in the Human Resource Services Division before the deadline, will be considered for employment. Do not download copies of the application and submit, as they will not be accepted.**

Secretarial Positions

- Any ten (10) month School General Secretary who wishes to work summer school must apply.
- Any eleven (11) month School General Secretary at a high school who wishes to work summer school beyond the end of their eleven (11) month calendar (from July 22-August 3) must apply.
- Eleven (11) month School General Secretaries at elementary or middle schools do not need to apply as the summer school dates fall within their eleven (11) month calendar.

Student Information System (SIS) Site Technician Positions

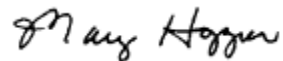
- Any ten (10) month SIS Site Technician who wishes to work summer school must apply.
- Any eleven (11) month SIS Site Technician at a high school who wishes to work summer school beyond their eleven (11) month calendar (from July 23-August 3) must apply.
- Any eleven (11) month SIS Site Technician at a middle school does not need to apply as the summer school dates fall within their eleven (11) month calendar.

Applications to work summer school will also be accepted for those employees who wish to be considered for work either at their own site or at other sites as Special Education Assistants, Instructional Behavioral Technicians, Special Education Technicians and school site clerical staff.

It is extremely important that a designee at the school site review all applications prior to mailing to ensure they are filled out completely and correctly. Please contact Grace Gutierrez at (619) 725-8114, or by e-mail to [ggutierrez@sandi.net](mailto:ggutierrez@sandi.net), if there are further questions.

Ruth G. Peshkoff  
Chief Human Resources Officer

APPROVED:



Mary Hopper  
Chief Administrative Officer

RGP:gg

Attachments (1)

Distribution: Lists B, L, and Special List



**SUMMER SCHOOL DATES:**

Elementary and Middle Level: June 22 – July 19, 2005 (except July 4<sup>th</sup>)

Bell and Gompers Middle: June 22 – July 19, 2005 (except July 4<sup>th</sup>)

Senior High 1<sup>st</sup> Session: June 22 – July 13, 2005 (except July 4<sup>th</sup>)

Senior High 2<sup>nd</sup> Session: July 14 – August 3, 2005

**SCHOOL START AND END TIMES:**

All open sites will begin at their 2004-2005 bell times.

**PARAEDUCATOR ELIGIBILITY:**

An eligibility list shall be formed and positions staffed such that the number of position openings are filled by the same number of eligible unit members, positions will be first offered to qualified applicants who are regularly assigned to the site hosting summer school. All applicants will be screened according to eligibility requirements set forth in the Paraeducators collective negotiations contract. Eligibility for selection to summer school positions shall be based on the following criteria:

1. Classification Seniority.
2. Applicant's most recent evaluation rating of "Satisfactory."
3. Applicants currently assigned to the specific program, subject area and/or grade level as verified by the Human Resource Services Division.
4. Applicants must make themselves available for the entire summer school session unless the unit member and the supervisor agree to a modification.

**OTBS ELIGIBILITY:**

1. Applicants must be regularly employed by the District in a monthly assignment of eleven (11) months or less. Applicants must have an overall "satisfactory" rating on his/her most recent performance evaluation.
2. Applicants must meet the qualifications for the position to which the appointment is to be made, including demonstrated ability to use the District's Student Information System (SIS) for secretarial assignments at the elementary (except in special education programs where Student Information System Site Technician is provided) and to use the District's school administrative student information system for SIS Technician assignments at the secondary level.
3. Applicants must make themselves available for the entire summer school session unless mutually agreed otherwise.

**OTBS ELIGIBILITY LIST:**

Separate eligibility lists shall be formed for secondary and elementary summer school assignments; however, qualified applicants may be selected from either list.

- A. Summer school principals or in their absence, the Human Resource Service Division, will normally give first opportunity to qualified applicants who are regularly assigned to the site hosting the summer school.
- B. For remaining summer school assignments eligibility lists of qualified applicants, in order of district seniority, will be used. The number of applicants on the eligibility lists shall equal the number of positions available plus twenty (20) for summer school. Summer school principals or, in their absence, the Human Resource Services Division will select from among the applicants on the eligibility lists.

**Frequently asked questions:**

Q: What is the salary for those hired to work summer school?

A: Employees hired for summer school shall be paid on a pro-rata basis, no less than the salary and benefits that would apply to the appropriate classification during the regular school year.

Q: When will I be notified if hired for summer school?

A: Notification/confirmation of employment will be verbally from Human Resources as assignments are made. Staffing continues through the first week of summer school. **All offers of employment are tentative due to the fact that some classes may close because of low enrollment.**

Prepared by: Human Resource Services Division