

SAN DIEGO CITY SCHOOLS

**Date:** April 28, 2005

**To:** School Principals, Division and Department Heads, Child Development Center Administrators, and San Diego Education Association Representatives

**Subject:** MAY/JULY COMBINED POST AND BID 2005-2006 SCHOOL YEAR

**Department and/or Persons Concerned:** Certificated Staff

**Due Date:** May 2, 2005

**Reference:** Collective Negotiations Contract, 2003-2006 (Article 12, Section 12.2; Article 33, Section 33.6)

**Action Requested:** Complete and return Certificated Staffing Post and Bid Vacancy List **Please read carefully as this circular contains new information from previous years.**

**Brief Explanation:**

**The San Diego Unified School District and the San Diego Education Association have mutually agreed to a waiver of Article 12, Section 12.2 Post and Bid to combine the May Post with the July Post. Therefore, there will be one modified posting period that is scheduled to open May 23 and close on June 1, 2005.** As agreed in the waiver, all selections will be made prior to July 13, 2005 and failure to select will result in the position being awarded to the eligible qualified bidder with the greatest district seniority. A list of expected vacancies for the 2005-2006 school year will be made available on-line via eRecruit. The list of vacancies can be viewed using any computer system that can access the World Wide Web.

The Human Resource Services Division (HRSD) will determine applicants' qualifications. **It is recommended and considered best Human Resources practice, for sites to interview all candidates whose names are received from Human Resources or to waive all interviews entirely. When a selection has been made and accepted, site administrators are responsible for informing all bidders, by telephone and/or e-mail, whose names were sent to the site, of the selection results.**

**POSITIONS TO BE POSTED**

Complete and return the May/July combined Post and Bid form (Attachment 1 for Elementary and Attachment 2 for Secondary) indicating all vacant positions and those positions held by temporary employees no later than May 2, 2005. If a site association representative is not available to sign the form, please fax a copy to the San Diego Education Association to the number listed.

**ELIGIBLE TO BID**

Bids from permanent, probationary, and Regional Occupational Program restricted contracted staff of the San Diego Unified School District who meet the stated position requirements will be given first opportunity for transfer. Leave replacement and visiting teachers (except State Teacher Retirement System or Public Employment Retirement System retirees) may also bid. (Article 33, Section 33.6).

**STAFFING CHANGES**

Please notify your assigned Certificated Staffing Administrator in the Human Resource Services Division of your selected Post and Bid recipient(s) by submitting a Personnel Action Request (PAR) indicating the appropriate budget(s), assignment description (grade/subject) and authorization.

**HOW TO APPLY**

All bids for the May/July post and bid will be made via the new PeopleSoft eRecruit module. This process is fast, easy and usually takes five minutes or less to complete. Directions for applying on-line can be found on the San Diego City Schools Human Resource Services Division website at [www.sandi.net](http://www.sandi.net), select Employment and look under Hot Topics. Please review the application directions carefully. On-line applications submitted on or before the deadline will be used to determine staffing eligibility.

**POST PROCEDURES**

Bids can only be accepted if all of the following requirements are met:

1. Bids will be accepted May 23, 2005 – June 1, 2005.
2. Unit members have 48 hours from the initial offer to accept or decline the position by telephone and/or email.
3. Bidders must meet the minimum qualifications of credential(s) and status. Other special assignment responsibilities may be stated on the position vacancy list. The required credential must be registered with HRSD before the close of the posting period.
4. HRSD will determine applicants' qualifications.

Questions regarding staffing may be referred to the following support staff:

Elementary Sites:

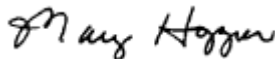
Lisa Ruiz (619) 725-8012  
Connie Velazquez (619) 725-8049

Middle / Secondary Sites:

Sonya Elston (619) 725-8050  
Darin Noyes (619) 725-8019

Ruth G. Peshkoff  
Chief Human Resources Officer

APPROVED:



Mary Hopper  
Chief Administrative Officer

RGP:mbg

Attachments (2)

Distribution: Lists A, C, D, E, F, H and S

SAN DIEGO CITY SCHOOLS  
Human Resource Services Division

COMBINED MAY/JULY POST AND BID WORKSHEET  
2005-2006 SCHOOL YEAR  
ELEMENTARY POSITION VACANCIES

LOCATION	GRADE LEVEL	SPECIAL ASSIGNMENT RESPONSIBILITIES

\_\_\_\_\_  
Signature-Principal

\_\_\_\_\_  
Elementary School

\_\_\_\_\_  
Signature-Site Association Representative  
(If not available, fax to SDEA at 619-282-7659)

\_\_\_\_\_  
Date

**RETURN TO:**

- Elementary Staffing Administrator
- Tim Asfazadour
  - Beth Gallagher

Eugene Brucker Education Center, Room 1241  
Fax No. (619) 296-7522

**DUE DATE: May 2, 2005**

SAN DIEGO CITY SCHOOLS  
Human Resource Services Division

COMBINED MAY/JULY POST AND BID WORKSHEET  
2005-2006 SCHOOL YEAR  
SECONDARY POSITION VACANCIES

Location	Subject Areas	Major Field	Minor Field	Special Assignment Responsibilities

\_\_\_\_\_  
Signature - Principal

\_\_\_\_\_  
School/Department

\_\_\_\_\_  
Signature - Site Association Representative  
(If not available, fax to SDEA at 619-282-7659)

\_\_\_\_\_  
Date

SAMPLE SECONDARY POST AND BID				
Location	Subject Areas	Major Field	Minor Field	Special Assignment Responsibilities
X High School	Math, cluster/seminar	Math		GATE cred. Required; assign. includes all levels of senior high math.
	English/ESL	English		CLAD or equiv. required.
	Physical Science/Math	Physical Sci.	Math	Assign. Includes working in an IDT.

**RETURN TO:**

Secondary Staffing Administrator

Cathy Evans (Middle Schools)     Sandra Huevo (Senior High Schools)

Eugene Brucker Education Center, Room 1241

Fax No. (619) 296-7522

**DUE DATE: May 2, 2005**