

ADMINISTRATIVE CIRCULAR NO. 64
Office of the Deputy Superintendent

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: January 26, 2007

To: Traditional Year Site Administrators, Division and Department Heads, Child Development Center Administrators, San Diego Education Association Representatives, Certificated Staff, Area Superintendents

Subject: SPECIAL POST FOR 2007 SUMMER SCHOOL PROGRAM

Department and/or Persons Concerned: Certificated Staff

Due Date: March 2, 2007

Reference: Collective Negotiations Contract between the San Diego Unified School District and the San Diego Education Association, 2006-2008 (Article 17)

Action Required: Interested persons submit online applications for Summer School positions. **Please print and post a copy of this circular.**

Brief Explanation:

The list of tentative positions for the 2007 Summer School Program will be available online from January 30 through March 2, 2007. Summer School at the elementary and middle school levels is scheduled for June 25 through July 20, 2007. Summer School for high schools will be held during two, three-week (15 day) sessions. The first high school session will be held from June 22 through July 13, 2007. The second high school session will be held from July 16 through August 3, 2007. With the exception of the ninth grade bridging program and some special education programs, teachers applying at the high school level may apply to teach during either the first or second 15-day session, or to teach during both sessions. Those applying to the ninth grade bridging program must apply to teach for the entire program (June 22 through August 3, 2007). Summer School at Garfield and Twain High Schools will be held from June 22 through July 20, 2007.

To be considered for Summer School employment, teachers must submit electronic applications during the posting period, from January 30 through March 2, 2007.

The Summer School Program:

The Summer School program provides four (4) hours per day of instruction, with the exception of Garfield and Twain High Schools, which provide full-day programs. Teachers will be paid for a five-hour day (with the exception of Garfield and Twain High Schools). Principals will specify on-site duty time to accommodate the requirements of state law and the effective operation of the Summer School program at their sites. Operational duties include, but are not limited to, normal communication, pupil supervision, parent conferences, etc. Summer School staff members are expected to arrive on time to be ready for their students.

Employment Eligibility:

Summer School assignments are contingent on availability of state funding and student enrollment, and may be cancelled if funding or student enrollment is insufficient. Offers of Summer School employment will be made based on district needs and staffing requirements as described in Article 17 of the negotiated contract between the Board of Education and the San Diego Education Association. First consideration will be given to the needs of the instructional program. Assignments are offered depending upon the credentials, skills and experience required for each position.

Below are some general guidelines for Summer School staff selection:

1. Most recent performance evaluation rating was “Effective” in all areas
2. Grade level, subject, training, most recent experience and credentials
3. Availability to work the entire session
4. Most recent Summer School employment
5. District seniority

Compensation/Application Process:

The 2007 Summer School/Intersession Salary Schedule can be accessed through the San Diego Unified School District website at www.sandi.net. For instructions on how to apply via eRecruit, click on “Employment” and look under “Hot Topics.” You may also access the page directly by typing http://www.sandi.net/personnel/erecruit/Apply_on_eRecruit.pdf in your web browser. Please review the application directions carefully. Online applications submitted on or before the deadline will be considered in determining Summer School staffing eligibility.

Additional Information:

Questions regarding this circular or related to Summer School certificated staffing may be directed to:

Elementary Sites

Darin Noyes (619) 725-8019

Sonja Elston (619) 725-8012

Middle/Secondary Sites

Lisa Ruiz (619) 725-8050

High School Sites

Connie Velazquez (619) 725-8049

Eileen Sandifer (619) 725-8015

Mariam L. True
Executive Director
Teacher Preparation and Student Support

APPROVED:



Geno Flores
Deputy Superintendent

GF:ms

Attachment

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

Using eRecruit to Apply for a Job



<p>Step 1</p> <p>Open your web browser and go to: https://dwa.sandi.net</p>	
<p>Step 2</p> <p>2.1 Login using your six-digit employee ID and your password.</p> <p>2.2 Click Sign In.</p> <p>If you need to change your password:</p> <ul style="list-style-type: none"> Go to https://dwa.sandi.net/passwd Follow the prompts on the screen to change your password. <p>Your User ID will be your six-digit Employee ID, as found on your paycheck.</p> <p>Your default Password will be Sdcsnnnn (nnnn=the last four digits of your SSN). Example: Your SSN is 546-66-3463. Your default password will be Sdc3463.</p> <ul style="list-style-type: none"> If you cannot change your password or if you do not remember your password, please call the Help Desk: 619-725-7500. 	
<p>Step 3</p> <p>Click the Human Resources 8.9 link.</p>	
<p>Step 4</p> <p>Navigate to Self Service→Recruiting Activities→Careers</p> <p>4.1 For a basic search of all available Job Openings, Click Search. (Recommended method.)</p> <p>4.2 Or, to search for Job Openings using criteria, click the Advanced Search hyperlink.</p>	

Step 5 Search for Job

If you selected **Advanced Search...**

- 5.1 Enter any information or leave fields blank.
- 5.2 Click either **Search** button to look for job postings.

Careers Home Job Search My Saved Jobs My Saved Searches My Career Tools

Job Search

Advanced Job Search

Search Clear Save Search Basic Search Search Tips

Enter Keywords:

Select Locations:

- All Locations
- A.L.B.A. High School
- ALBA Com Day Schi-Linda Vst: Adams Elementary
- Alcott Elementary

To select multiple locations hold down the Ctrl key (Command key for Macs) while clicking selections

Select Job Families:

- All Job Families
- Building Services
- Clerical
- Construction/Maintenance/Repl
- Duplicating

Full/Part Time:

Regular/Temporary:

Desired Pay:

Job Opening ID:

Recruiter:

Hiring Manager:

Find Jobs Posted Within: Last Month

Display Results Sorted By:

Search Clear Save Search Basic Search Search Tips

[Return to Previous Page](#)

Step 6 View openings.

- 6.1 A list of all jobs matching search criteria currently available for bidding will display.

Note: The Posting Title will indicate whether the job is for **Intersession, Summer School**, or a specific **Post and Bid**. Child Development Centers Post and Bid will be indicated by “CDC”. Since recruitment periods for some of these may overlap, make sure you are careful to select only the job(s) of the type you want.

- 6.2 Click on a **Posting Title** hyperlink to view the job description.

Note: Applicants must view posting descriptions to verify qualifications and to take note of the Job ID number. If there is a problem, HR will request that you provide the ID of the Job you’ve applied for.

PeopleSoft.

Careers Home Job Search My Saved Jobs My Saved Searches My Career Tools

Job Search

Click icon to view Quick Search criteria

17 Results Found

Search Results

Select All Deselect All Save Jobs Apply Now First Previous Next Last

Select	Opened	Posting Title	ID #	Job Family	Location
<input type="checkbox"/>	07/08/2006	Regular Teacher	104777	Teacher, Classroom	Garfield Elementary
<input type="checkbox"/>	07/01/2006	May/July - Resource Specialist	104743	Teacher, Classroom	Kroc Middle School
<input type="checkbox"/>	07/01/2006	May/July - ILS	104744	Teacher, Classroom	Kroc Middle School
<input type="checkbox"/>	07/01/2006	May/July - ILS	104745	Teacher, Classroom	De Portola Middle School
<input type="checkbox"/>	07/01/2006	May/July - ED	104746	Teacher, Classroom	De Portola Middle School
<input type="checkbox"/>	07/01/2006	May/July - English	104747	Teacher, Classroom	De Portola Middle School
<input type="checkbox"/>	07/01/2006	May/July - Humanities	104750	Teacher, Classroom	San Diego SCPA
<input type="checkbox"/>	07/01/2006	May/July - 3rd Span Immersion	104751	Teacher, Classroom	Longfellow Elementary
<input type="checkbox"/>	07/01/2006	May/July - Math Teacher	104752	Teacher, Classroom	Johnson Elementary
<input type="checkbox"/>	07/01/2006	May/July - ELA Resource Tchr.	104753	Teacher, Non-Classroom	Bell Junior High

Select All Deselect All Save Jobs Apply Now Refer Friend

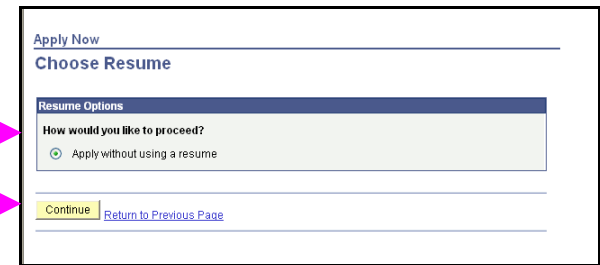
**Step 7
View Job Description.**

- 7.1 The Job Description page opens.
- 7.2 Click **Apply Now**.



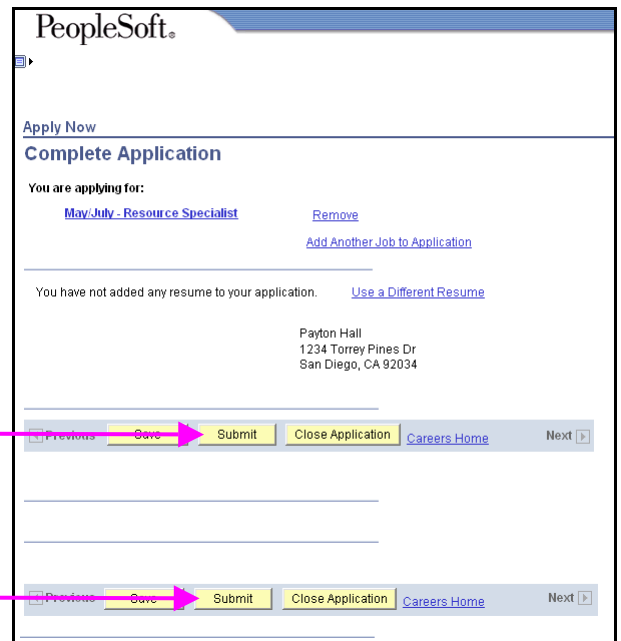
Step 8

- 8.1 Select **Apply Without Using a Resume** (the only option).
- 8.2 Click **Continue**.



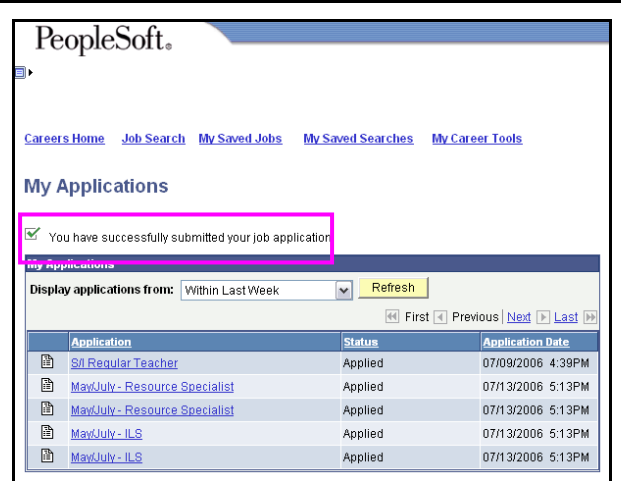
**Step 9
Submit Application.**

- 9.1 Click **Submit**.



Step 10
Confirm Application submission.

10.1 Application has been submitted.



Step 11
View the number of jobs applied for.

11.1 Click the **My Careers Tools** hyperlink to view the jobs you've applied for and the statuses of those jobs.

Examples of statuses you may see include:

Applied

Confirms that you have applied for the job posting

Routed

Your application has been routed for Manager/Principal Consideration

Hire Decided

Manager/Principal has selected you for job posting

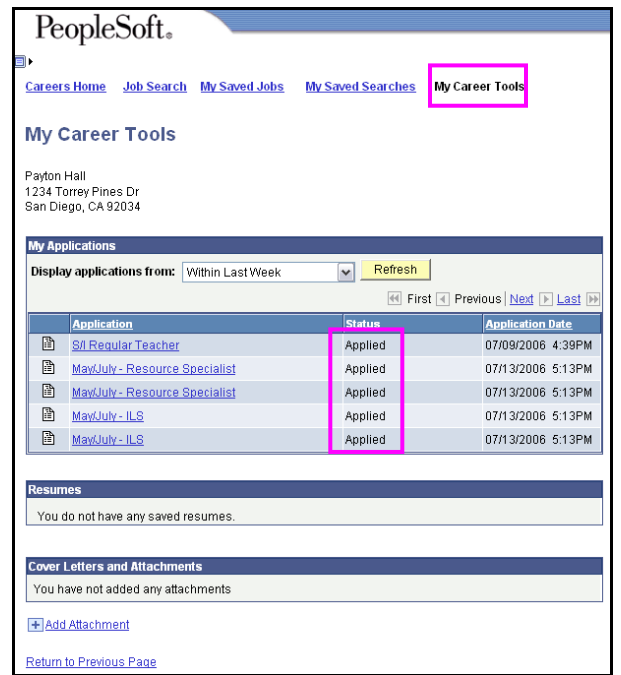
Hired

All processes complete both at hiring location/school site and HR. You have been hired into the position

Rejected

You were not selected for the job posting

Note: this page does not display the Job Opening ID. See step 6 for instructions on obtaining the ID number.



Step 12

After completing the application process, make sure to sign out by clicking the **Sign out** link.

Congratulations...you have successfully completed the application process!

Log back in whenever you would like to check the status of the job postings you have applied for.

