

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** March 14, 2007

**To:** Certificated Staff, Site Administrators, Division and Department Heads, San Diego Education Association Representatives

**Subject:** **NEW ELEMENTARY SCHOOL: FIRST POSTING**  
2007-2008 SCHOOL YEAR (Florence Griffith Joyner Elementary)

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

**Due Date:** March 28, 2007

**Reference:** Collective Negotiations Contract between the Board of Education, San Diego Unified School District and the San Diego Education Association, 2003-2006 (Article 12, Section 12.10.2; Article 12, Section 12.10.2)

**Action Requested:** Review explanation of transfer provisions in current contract and in this circular before submission of electronic bids. **Please print and post a copy of the circular.**

**Brief Explanation:**

The San Diego Unified School District is proud to announce the opening of Florence Griffith Joyner Elementary School for the 2007-2008 school year. Joyner will open with classes for students in Kindergarten through 5<sup>th</sup> grade, and will be a “state-of-the-art” campus.

Certificated staff members are encouraged to review the post and submit bids for positions for which they meet the stated position requirements. This is an opportunity for enthusiastic and innovative candidates to be part of creating a new community of learners. In accordance with Article 12 of the Collective Negotiations Contract between the Board of Education, San Diego Unified School District (SDUSD) and the San Diego Education Association (SDEA), a list of expected vacancies for the new elementary school for the 2007-2008 school year will be made available on-line from March 19, 2007 through March 28, 2007. The list of vacancies can be viewed using any computer system that can access the Internet. During the first post, up to twenty percent (20%) of the expected positions for the new elementary school will be posted. The district will select the unit members to fill the vacancies from all district applicants deemed qualified by the Human Resource Services Division (HRSD). (Refer to Article 12.10.2)

**Eligible To Bid:**

Bids from permanent and probationary contracted staff members of the San Diego Unified School District who meet the stated position requirements will be given first opportunity for transfer. Qualified Leave Replacement and Visiting Teacher employees (except State Teacher Retirement System or Public Employment Retirement System retirees) may also bid. (Refer to Article 33, Sections 33.6) It is the staff member's sole responsibility to ensure information on the on-line Transfer Application Form is complete and correct.

**Calendar Changes:**

All positions posted will commence on the start date for the 2007-2008 school year as determined by the school's calendar. The new Elementary school (Joyner) will be on a year-round calendar. Teachers transferring from a traditional to a year-round schedule will automatically change from a traditional (10-month) to a year-round (12-month) pay schedule.

**How To Apply:**

All bids will be made via the PeopleSoft eRecruit module. Directions for applying on-line are attached to this circular and can also be found on the San Diego Unified School District's website at [www.sandi.net](http://www.sandi.net) – click on "Employment" and look under Hot Topics. Please review the application directions carefully.

**Post And Bid Procedures:**

Bids can only be accepted if all requirements for submitting a bid are met:

1. Log onto: [www.sandi.net/personnel](http://www.sandi.net/personnel), click on Apply for Jobs. Bids will be accepted from March 19, 2007 through March 28, 2007.
2. Applicants 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.
3. Applicants must be CLAD (or equivalent) certified.
4. Applicants must verify or be able to verify No Child Left Behind (NCLB) compliance with required credentials or certifications upon entering the position.
5. HRSD will determine applicants' qualifications.
6. Bids will not be accepted for this posting after the closing date of March 28, 2007.
7. A unit member who accepts a bid for a position on this posting will not be eligible to bid again until the February 2008 posting period.
8. Unit members have 48 hours from the initial offer to accept or decline the position by telephone and/or email.

Questions regarding staffing may be referred to Sonja Elston at (619) 725-8012.

Ruth G. Peshkoff  
Chief Human Resources Officer

APPROVED:

A handwritten signature in black ink that reads "Jodi Smith". The signature is written in a cursive style and is placed on a light-colored rectangular background.

Jodi Smith  
Chief of Staff

RGP:cv

Attachment

Distribution: Lists A, D, E, and F

# Using eRecruit to Apply for a Job



<p><b>Step 1</b></p> <p>Open your web browser and go to:  <a href="https://dwa.sandi.net">https://dwa.sandi.net</a></p>	
<p><b>Step 2</b></p> <p>2.1 Login using your six-digit employee ID and your password.</p> <p>2.2 Click <b>Sign In</b>.</p> <p>If you need to change your password:</p> <ul style="list-style-type: none"> <li>Go to <a href="https://dwa.sandi.net/passwd">https://dwa.sandi.net/passwd</a></li> <li>Follow the prompts on the screen to change your password.</li> </ul> <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"> <li>If you cannot change your password or if you do not remember your password, please call the Help Desk: 619-725-7500.</li> </ul>	
<p><b>Step 3</b></p> <p>Click the <b>Human Resources 8.9</b> link.</p>	
<p><b>Step 4</b></p> <p>Navigate to <b>Self Service</b>→<b>Recruiting Activities</b>→<b>Careers</b></p> <p>4.1 For a basic search of all available Job Openings, Click <b>Search</b>.</p> <p><i>Note:</i> No more than 500 jobs will show in the basic search. If you don't find the job(s) you want, use the Advanced Search.</p> <p>4.2 Or, to search for Job Openings using criteria, click the <b>Advanced Search</b> hyperlink.</p>	

## Step 5 Search for Job

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

- 5.1 Enter your search criteria as follows:
- Make sure **Find Jobs Posting Within** is set to **“Anytime”**
  - To see jobs at a particular school or group of schools, click the school(s) you want in the **Select Locations** list. To select more than one school, hold the CTRL key while clicking the names of the schools you want.
  - To **Enter Keywords**, search for whole words only, such as “English”. (Partial word searches, such as “eng”, are not supported.) The keyword search is not case sensitive.
- 5.2 Click either **Search** button to look for job postings
- If you do not get the expected search results, clear your web browser’s cache and try again. For instructions, see “Clearing Your Cache” here: <http://www.sandi.net/peoplesoft/readandlearn/jobaids/index.asp>

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### 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/Rej
- 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 and obtain the Job ID number.

**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.

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

Select All Deselect All Save Jobs Apply Now Refer Friend

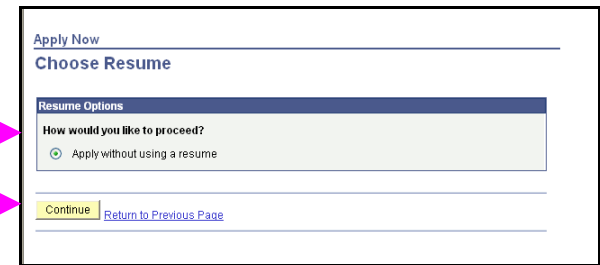
**Step 7**  
**View Job Description.**

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



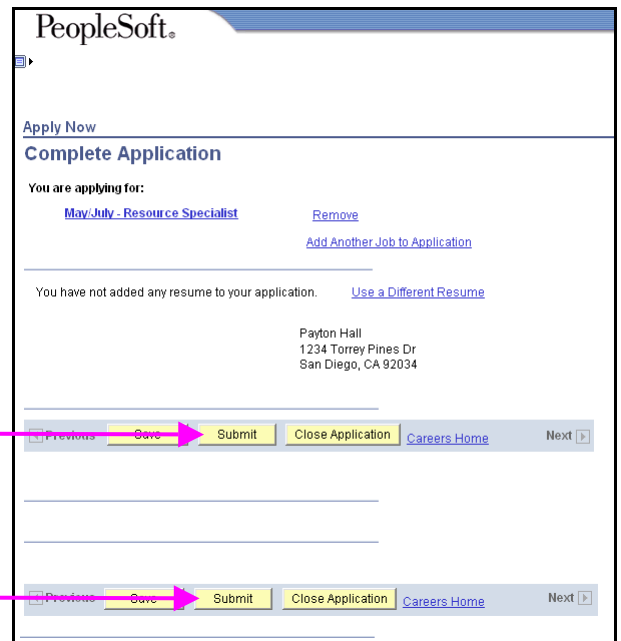
**Step 8**

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



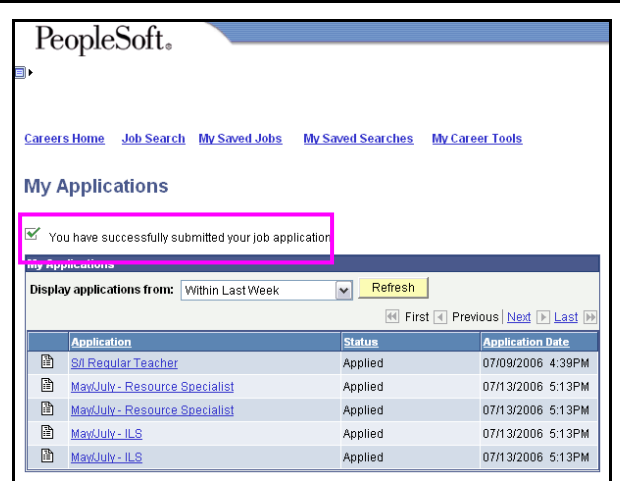
**Step 9**  
**Submit Application.**

- 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**

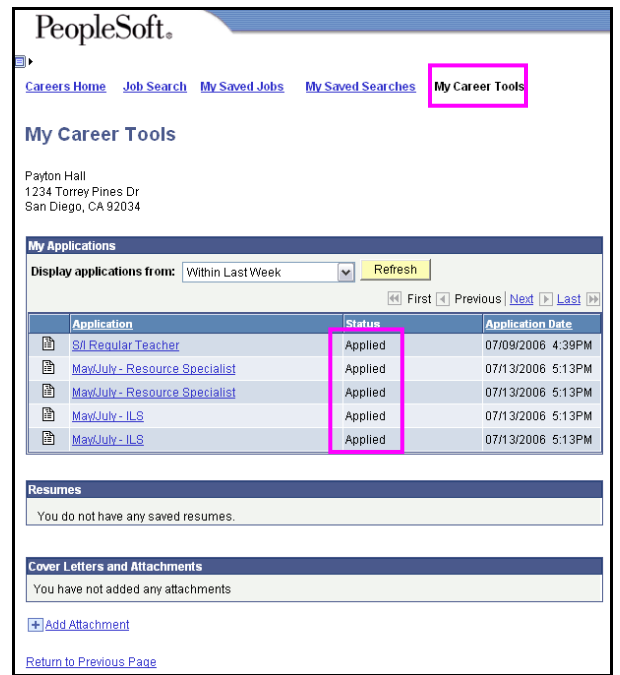
All processes complete both at hiring location/school site and HR. You have been hired into the position

**Rejected**

You were not selected for the job posting

**Notes:**

- This page does not display the Job Opening ID. See step 6 for instructions on obtaining the ID number.
- You can return to the My Career Tools page anytime to see the status of your applications.



**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.

