

ADMINISTRATIVE CIRCULAR NO. 54

Office of the Superintendent

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: January 22, 2008
To: Year-Round School Principals, Division and Department Heads
Subject: 2008 SPRING INTERSESSION APPLICATION FOR
INTERSESSION EMPLOYMENT FOR CLASSIFIED STAFF

**Department and/or
Persons concerned:** Classified Staff

Due Date: February 13, 2008

Reference: None

Action requested: Complete and return scantron by due date.

Brief Explanation:

Attached is the clerical and Paraeducator application for spring intersession employment. Priority is given to employees who regularly work for the site hosting intersession. For remaining intersession assignments, Office Technical Business Support (OTBS) positions will be staffed by district seniority and Paraeducator (Para) positions will be staffed by classification seniority. **Any employee who receives an intersession assignment will be compensated at the rate of pay for the position to which he/she is assigned.**

Any Guidance Assistants, Community Assistants, etc., should also use this application, but if hired, these employees may only work in clerical positions during intersession.

Applications will also be accepted from supervisory employees (i.e. Supervising Administrative Assistant, Supervising Elementary School Assistant, etc.), who wish to apply.

The enclosed bubble-scantron sheet application and completed sample application should be placed in the school office where they can be made available to all classified employees wishing to apply for spring intersession.

Employees have the sole responsibility to correctly complete the scantron application. Incorrect scantron sheets cannot be read by the computer and will be rejected. To ensure the application is received on time and to be considered for work during the winter intersession, applications must be returned to Human Resources Services Division no later than Friday, February 13, 2008.

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Late applications will be accepted but will not be used for staffing, unless there are more vacancies than the number of applications that were received on time. Please call Ester Victorio at (619) 725-8114 or e-mail at evictorio@sandi.net if you have any questions.

Sam Wong
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

JS:ev

Attachments (1)

Distribution: Lists A, D, E and I

