

ADMINISTRATIVE CIRCULAR NO. 70
Office of the Deputy Superintendent

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: February 27, 2008

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

Subject: 2008 SUMMER SCHOOL CERTIFICATED APPLICATIONS

Department and/or Persons Concerned: Certificated Staff

Due Date: March 28, 2008

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

Action Requested: Interested persons submit online application for Summer School positions via PeopleSoft eRecruit. **Print and post a copy of this circular.**

Brief Explanation:

The list of tentative positions for the 2008 Summer School Program will be posted online **from February 29 through March 28, 2008**. To be considered for Summer School employment, teachers must submit an electronic application during the posting period.

PROPOSED PROGRAM

The table below outlines the proposed Summer School dates; the number of instructional days, weeks, and hours; and the number of paid hours for each grade level. Please note that it may be necessary to modify the scope of the Summer School program described below due to the uncertainty of the statewide budget situation.

Grade Level	Dates	# of Days	# of Weeks	Instructional Hours	Paid Hours
Elementary	June 23 – July 18, 2008	19	4	4	5
Middle	June 23 – July 18, 2008	19	4	4	5
8 th Grade Retention	June 23 – July 18, 2008	19	4	4	5
High School	June 19 – July 30, 2008	29	6	4	5
Garfield/Twain High Schools	June 19 – July 17, 2008	20	4	Full Day	Full Day

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 described in Article 17 of the Collective Negotiations 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 general guidelines for Summer School staff selection:

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

COMPENSATION

The 2008 Summer School/Intersession salary schedule can be accessed through the San Diego Unified School District’s website at www.sandi.net.

HOW TO APPLY

For instructions on how to apply via eRecruit click on “Employment” and look under “Quick Links.” 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 used to determine staffing eligibility for Summer School.

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

Elementary Sites:

Sonja Elston (619) 725-8058
Theresa Chowdhury (619) 725-8012

Middle School Sites:

Darin Noyes (619) 725-8019

High School Sites:

Eileen Sandifer (619) 725-8015
Connie Velazquez (619) 725-8049

Mariam L. True
Executive Director
Teacher Preparation and Student Support Division

APPROVED:

A handwritten signature in black ink, appearing to read "Geno Flores". The signature is fluid and cursive, with a large initial "G" and "F".

Geno Flores
Deputy Superintendent

GF:ra

Attachments

Distribution: Lists A, C, D, E, 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.</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 Advanced Search 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>

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/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.

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

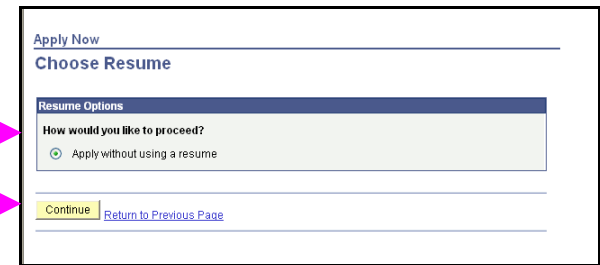
**Step 7
View Job Description.**

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



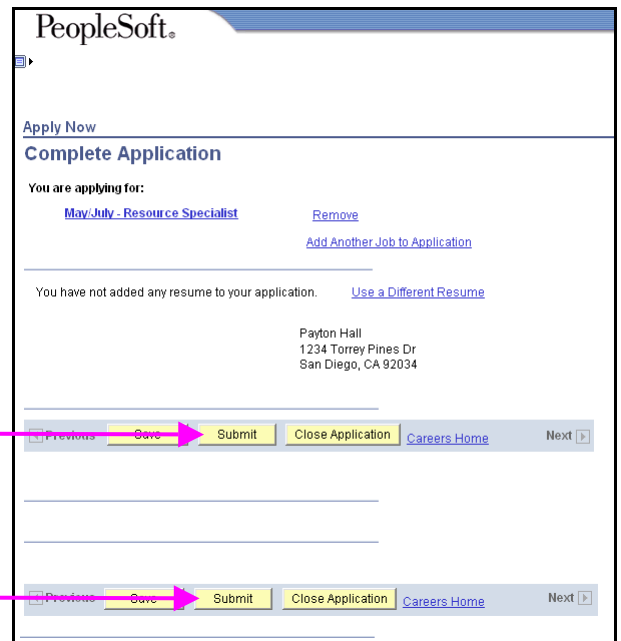
Step 8

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



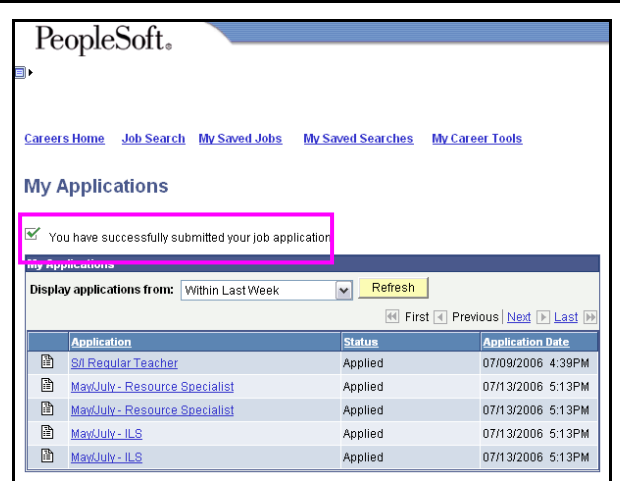
**Step 9
Submit Application.**

- 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

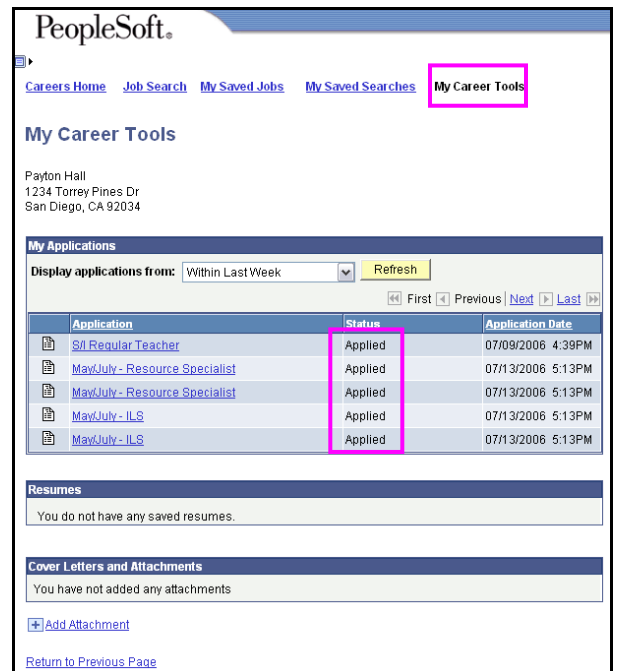
All processes complete both at hiring location/school site and HR. You have been hired into the position

Rejected

You were not selected for the job posting

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.

