

ADMINISTRATIVE CIRCULAR NO. 77

Office of the Superintendent

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: March 5, 2008
To: Principals, Division and Department Heads
Subject: 2008 SUMMER SCHOOL-CLASSIFIED SUPPORT STAFF

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

Due Date: April 4, 2008

Reference: None

Action requested: Complete and return scantron by due date.

Brief Explanation:

Attached is the clerical and Paraeducator application for summer school employment. Priority is given to employees who regularly work for the site hosting summer school. For remaining summer school 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 a summer school assignment will be compensated at the rate of pay for the position to which he/she is assigned.**

Summer school assignments are contingent on availability of state funding and student enrollment and may be canceled if funding or student enrollment is insufficient. It may be necessary to modify the scope of the proposed summer school program due to the state wide budget situation.

Any Guidance Assistants, Attendance Assistants, Community Assistants, etcetera should also use this application, but if hired, these employees may only work in clerical positions during summer school.

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

It is essential that any ten (10) month or eleven (11) month employee who wishes to work summer school submits an application.

Any eleven (11) month staff at a high school who wishes to work summer school beyond the end of their eleven month calendar (July 27-August 4) must also apply. Most eleven (11) month staff at elementary or middle schools do not need to apply as their eleven (11) month calendar work dates fall within the summer school dates.

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 summer school.

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 summer school, applications must be returned to Human Resources Services Division no later than Friday, April 4, 2008.

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 contact 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:



Jodi Smith
Chief of Staff

JS:ev

Attachments (1)

Distribution: Lists A, D, E and F

GENERAL PURPOSE—20		SAN DIEGO UNIFIED SCHOOL DISTRICT		NAME										LAST NAME FIRST																							
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USE NUMBER TWO PENCIL ONLY NO BALL POINT OR FELT TIP PENS 1

RETURN TO EUGENE BRUCKER EDUCATION CENTER, ROOM 1241
APPLICATION DEADLINE April 4, 2008

"SAMPLE"

San Diego Unified School District
Human Resource Services Division
2008 Summer School Application

"SAMPLE"

Directions: Read carefully. Use a No. 2 pencil only; no ballpoint or felt tip pen. Be careful to mark in designated spaces or bubbles only. Do not staple. No stray marks. LATE APPLICATIONS WILL BE ACCEPTED BUT WILL NOT BE PROCESSED FOR STAFFING UNLESS THERE ARE MORE VACANCIES THAN THE NUMBER OF APPLICATIONS THAT WERE RECEIVED.

PeopleSoft Employee ID number: Enter your PeopleSoft employee ID number at the top left of the page beginning in box 1 and completely fill in the corresponding bubbles. Leave no blanks or hyphens between numbers (i.e. 123456). DO NOT LIST YOUR SOCIAL SECURITY NUMBER.

Name: Enter the letters of your name, last name first, in the column on the top right. Leave a blank space between your last and first name (i.e. Adams space Robert). Completely fill in the corresponding lettered bubbles. Please don't use nicknames or commas. If you run out of space, don't worry, we can identify you by your Employee Identification number.

Numbered Bubbles: (See attached sample) DO NOT PUT ANY MARKS IN BUBBLES TWO (2) THROUGH FIVE (5) ACROSS.

FOR PARAEducATORS ONLY

- Bilingual Spanish:** Fill in the first bubble on line 1 if you are fluent in Spanish.
- Special Education Assistant:** Fill in the first bubble on line 2 if you currently work as an SEA.
- Special Needs Assistant:** Fill in the first bubble on line 3 if you currently work as an SNA.
- Special Education Technician:** Fill in the first bubble on line 4 if you currently work as an SET.
- Instructional Behavior Technician:** Fill in the first bubble on line 5 if you currently work as an IBT.
- Behavior Support Assistant:** Fill in the first bubble on line 6 if you currently work as a BSA.
- Behavior Support Specialist:** Fill in the first bubble on line 7 if you currently work as a BSS.
- Campus Security Assistant:** Fill in the first bubble on line 8 if you currently work as a CSA.

FOR OTBS ONLY

DO NOT PUT ANY MARKS IN BUBBLES ONE (1) THROUGH EIGHT (8)

- Secretarial/Clerical/Bilingual Spanish:** Fill in the first bubble on line 9 if you are fluent in Spanish.
- Secretarial/Site Technician/Zangle Power User/Clerical:** Fill in the first bubble on line 10 if you have demonstrated ability using Zangle at the elementary level.
- Secretarial/Site Technician/Zangle Power User/Clerical Support:** Fill in the first bubble on line 11 if you have demonstrated ability using Zangle at the secondary level.

SIGNATURE: Please sign and date this application; include your home number, cell phone number and the name of the site where you currently work.

EMPLOYEES HAVE THE SOLE RESPONSIBILITY TO CORRECTLY COMPLETE THE SCANTRON SHEET. INCORRECT OR INCOMPLETE SCANTRON SHEETS CANNOT BE READ BY THE COMPUTER AND WILL BE REJECTED.

I understand that submission of an application is not an offer, or an assignment, for employment.

John Smith 2/29/08
Applicant's Signature - Date

619-123-4567
Home Phone with Area Code

Flitcher Elm
Current Work Location

()
Cell Phone with Area Code

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Y N	2	1	2	3	4	5
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Y N	18	1	2	3	4	5
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RETURN TO EUGENE BRUCKER EDUCATION CENTER, HR ROOM 1241,
ATTENTION: ESTER VICTORIO

SUMMER SCHOOL DATES:

Elementary and Middle Level: June 23, 2008- July 18, 2008

High School Level: June 19, 2008- July 30, 2008

Garfield/Twain: June 19, 2008-July 17, 2008

SCHOOL START AND END TIMES:

All open sites will begin at their 2007-2008 bell times.

PARAEDUCATOR ELIGIBILITY:

An eligibility list shall be formed and positions staffed such that the numbers of position openings are filled by the same number of eligible unit members, positions will be first offered to qualified applicants who are regularly assigned to the site hosting summer school. All applicants will be screened according to eligibility requirements set forth in the Paraeducators collective negotiations contract. Eligibility for selection to summer school positions shall be based on the following criteria:

1. Classification seniority.
2. Applicant's most recent evaluation rating of "Satisfactory."
3. Applicants currently assigned to the specific program, subject area and/or grade level as verified by the Human Resource Services Division.
4. Applicants must make themselves available for the entire summer school session unless the unit member and the supervisor agree to a modification.

OTBS ELIGIBILITY:

1. Applicants must be regularly employed by the District in a monthly assignment of eleven (11) months or less. Applicants must have an overall "satisfactory" rating on his/her most recent performance evaluation.
2. Applicants must meet the qualifications for the position to which the appointment is to be made, including demonstrated ability to use the District's Student Information System (SIS) for secretarial assignments at the elementary (except in special education programs where Student Information System Site Technician is provided) and to use the District's school administrative student information system for SIS Technician assignments at the secondary level.
3. Applicants must make themselves available for the entire summer school session unless mutually agreed otherwise.

OTBS ELIGIBILITY LIST:

Separate eligibility lists shall be formed for secondary and elementary summer school assignments; however, qualified applicants may be selected from either list.

- A. Summer school principals or in their absence, the Human Resource Service Division, will normally give first opportunity to qualified applicants who are regularly assigned to the site hosting the summer school.
- B. For remaining summer school assignments eligibility lists of qualified applicants, in order of district seniority, will be used. The number of applicants on the eligibility lists shall equal the number of positions available plus twenty (20) for summer school. Summer school principals or, in their absence, the Human Resource Services Division will select from among the applicants on the eligibility lists.

Frequently asked questions:

Q: What is the salary for those hired to work intersession?

A: **Any employee who wishes to work summer school will be compensated at the rate of pay for the position classification to which he/she is assigned.**

Q: When will I be notified if hired for summer school?

A: Notification/confirmation of employment will be verbally from Human Resources as assignments are made. **All offers of employment are tentative due to the fact that some classes may close because of low enrollment.**

Q: What are some of the skills I need to work in an OTBS (clerical) position for intersession?

A: **Employees hired to work intersession must have Zangle enrollment, attendance, maintenance and report training and experience and PeopleSoft Time and Labor training and experience. Diversified general office experience is also ideal.**