

ADMINISTRATIVE CIRCULAR NO. 91
Office of the Superintendent

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: April 24, 2008

To: School Principals, Division and Department Heads,
Child Development Center Administrators and San Diego
Education Association Representatives

Subject: MAY POST AND BID FOR 2008-2009 SCHOOL YEAR

**Department and/or
Persons Concerned:** School Principals, Division and Department heads, Child Development
Center Administrators and San Diego Education Association
Representatives

Due Date: April 29, 2008

Reference: Collective Negotiations Contract between the Board of Education,
San Diego Unified School District and the San Diego Education
Association 2006-2008 (Article 12, Section 12. 2)

Action Requested: Please complete and return attached Certificated Staffing Post and
Bid Vacancy List. Read this circular carefully, noting new
information about the PeopleSoft Recruiting Solutions process.

Brief Explanation:

In accordance with Article 12 of the Collective Negotiations Contract between the San Diego Unified School District and the San Diego Education Association (SDEA), a list of expected vacancies for the 2008-2009 school year will be made available on-line. The list of vacancies can be viewed using any computer system that can access the Internet. Positions will be posted from May 12, 2008 through May 21, 2008.

Positions To Be Posted:

Administrators are encouraged to post all expected positions for the next school year. Please complete and return Attachment 1 for Elementary School vacancies, Attachment 2 for Middle/Alternative School vacancies or Attachment 3 for High School vacancies, listing all vacant positions and those held by temporary employees. **As a result of the PeopleSoft upgrade, a position number is required for a position to be posted.** Position numbers may be obtained from your Budget Analyst. The vacancy form must be submitted no later than April 25, 2008.

In the event that the SDEA representative is unavailable to sign the form listing positions to be posted, the administrator shall forward a copy of the postings to SDEA at the same time that the posting is forwarded to HRSD. (Refer to Article 12.2.3)

Eligibility To Bid:

Bids from permanent, probationary, and Regional Occupational Program 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 Teachers (except State Teacher Retirement System or Public Employment Retirement System retirees)

may also bid. (Article 33, Sections 33.6) Candidates must verify or be able to verify No Child Left Behind (NCLB) compliance with required credentials or certifications upon entering the position.

Post Procedures:

1. Bids will be accepted May 12, 2008 through May 21, 2008.
2. Bidders 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. HRSD will determine applicants' qualifications.
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. Schools will notify applicant(s) of the results of the site selection process.
6. Unit members have 48 hours from the initial offer to accept or decline the position by telephone and/or e-mail.

Selection And Rejection Of Applicants:

It is recommended, and considered best Human Resources practice, for sites to interview all candidates whose names are received from Human Resources, or to waive all interviews entirely. Please complete the Select and Reject steps in PeopleSoft for all routed applicants, as explained in the PeopleSoft job aid. Once this is completed, the PeopleSoft system will generate a Personnel Action Request (PAR) for the transfer. You need to submit an Assignment Change PAR only if the position is split funded (funded by two or more position numbers). Sites need to report all selections within thirty (30) calendar days of receipt of names from Human Resources. If a selection is not made within the time frame, Human Resources will assign based on seniority.

Questions regarding staffing may be referred to the following Certificated Human Resources support staff:

Elementary Sites:

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

Middle/Secondary Sites:

Darin Noyes (619) 725-8019
Connie Velazquez (619) 725-8049
Eileen Sandifer (619) 725-8015

Sam Wong
Chief Human Resources Officer

APPROVED:



Jodi Smith
Chief of Staff

RP:sje

Attachments: (3)

Distribution: Lists A, D, E, and F

SAN DIEGO UNIFIED SCHOOL DISTRICT
Human Resource Services Division

ELEMENTARY SCHOOL POSITION VACANCIES

2008-2009 SCHOOL YEAR

LOCATION _____

DEPT. ID# _____

All positions will be posted as requiring CLAD or equivalent certification and NCLB compliance for the position. Middle Schools will need to designate if NCLB compliance will be required using elementary criteria for 6th Grade. Grades 7 – 12 must meet compliance using secondary criteria. For Special Education assignments, compliance will be as follows: grades K-8 Special Education (Mild/Moderate and Moderate/Severe) will use elementary criteria and grades 9 – 12 Special Education (Mild/Moderate) classes must meet NCLB compliance by secondary criteria, which are by subjects. Moderate/Severe must meet NCLB by elementary criteria.

| Position Number & Name of Employee Being Replaced | Subject Areas/Grade Level | Credential | FTE | NCLB Designator: Indicate Elem. Or Secondary | Special Assignment Responsibilities |
|---|---------------------------|------------------|-----|--|-------------------------------------|
| Example: XXXXXXXX <i>John Doe</i> | 2 nd Grade | Multiple Subject | | | |
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Signature – Principal

School/Department

Telephone and Extension

Signature - Site Association Representative
(If not available, fax to SDEA at 619-282-7659)

Date

RETURN TO:

Theresa Chowdhury Sonja J. Elston
 Eugene Brucker Education Center, Room 1241
 Fax No. (619) 296-7522

DUE DATE: APRIL 29, 2008

SAN DIEGO UNIFIED SCHOOL DISTRICT
Human Resource Services Division

MIDDLE/ALTERNATIVE SCHOOL POSITION VACANCIES

2008-2009 SCHOOL YEAR

LOCATION _____

DEPT. ID# _____

All positions will be posted as requiring CLAD or equivalent certification and NCLB compliance for the position. Middle Schools will need to designate if NCLB compliance will be required using elementary criteria for 6th Grade. Grades 7 – 12 must meet compliance using secondary criteria. For Special Education assignments, compliance will be as follows: grades K-8 Special Education (Mild/Moderate and Moderate/Severe) will use elementary criteria and grades 9 – 12 Special Education (Mild/Moderate) classes must meet NCLB compliance by secondary criteria, which are by subjects. Moderate/Severe must meet NCLB by elementary criteria.

| Position Number & Name of Employee Being Replaced | Subject Areas/Grade Level | Credential(s) | Minor Field | FTE | NCLB Designator: Indicate Elem. Or Secondary | Special Assignment Responsibilities |
|---|---------------------------|--|---------------------------|-----|--|---|
| Example: XXXXXXXXXX <i>John Doe</i> | Social Science/English | Single Subject Social Science or English | Social Science or English | 1.0 | Secondary | Extended Day assignment may include: (List specific such as Speech & Debate, Cheer Advisor, Mock Trial Coach, Academics and Athletics, etc.) |
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Signature – Principal

School/Department

Telephone number & extension

Signature - Site Association Representative
(If not available, fax to SDEA at 619-282-7659)

Date

RETURN TO:

Darin Noyes
Eugene Brucker Education Center, Room 1241
Fax No. (619) 296-7522

DUE DATE: APRIL 29, 2008

SAN DIEGO UNIFIED SCHOOL DISTRICT
Human Resource Services Division
HIGH SCHOOL POSITION VACANCIES

2008-2009 SCHOOL YEAR

LOCATION _____ **DEPT. ID#** _____

DUE DATE: APRIL 29, 2008

All positions will be posted as requiring CLAD or equivalent certification and NCLB compliance for the position. Middle Schools will need to designate if NCLB compliance will be required using elementary criteria for 6th Grade. Grades 7 – 12 must meet compliance using secondary criteria. For Special Education assignments, compliance will be as follows: grades K-8 Special Education (Mild/Moderate and Moderate/Severe) will use elementary criteria and grades 9 – 12 Special Education (Mild/Moderate) classes must meet NCLB compliance by secondary criteria, which are by subjects. Moderate/Severe must meet NCLB by elementary criteria.

| Position Number and Name of employee who is being replaced | Subject Areas/Grade Level | Required Credential | Minor Field | FTE | Special Assignment Responsibilities |
|---|------------------------------|------------------------|----------------|-----|---|
| Example: XXXXXXXXX <i>John Doe</i> | Math, cluster/seminar | Math | | 1.0 | Extended Day assignment may include: (List specific such as Speech & Debate, Cheer Advisor, Mock Trial Coach, Academics and Athletics, etc.) |
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Signature – Principal

School/Department

Telephone and extension

Signature - Site Association Representative
(If not available, fax to SDEA at 619-282-7659)

Date

RETURN TO:
 Certificated Human Resources
 Connie Velazquez or Eileen Sandifer
 Eugene Brucker Education Center, Room 1241
 Fax No. (619) 296-7522