

ADMINISTRATIVE CIRCULAR NO. 106

Office of the Superintendent

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: June 18, 2008

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

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

Department and/or Persons Concerned: Certificated Staff

Due Date: July 10, 2008

Reference: Collective Negotiations Contract, 2006-2008
(Article 12, Section 12.2; Article 33, Section 33.6)

Action Requested: **Please print and post a copy of circular. Certificated staff members need to review explanation of transfer provisions in the current contract before submission of electronic bids. Submit electronic bids during the posting period of July 1, 2008 through July 10, 2008.**

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 online. The list of vacancies can be viewed using any computer system that can access the Internet.

Eligibility

Bids from permanent, probationary, and Regional Occupational Program restricted 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, Section 33.6) Candidates must verify No Child Left Behind (NCLB) compliance with required credentials or certifications upon entering the position.

Calendar Changes

All positions posted will commence on the start date for the 2008-2009 school year as determined by each school's or program's calendar. Human Resource Services Division (HRSD) will assist by providing opportunities to work a full contract work year for unit members returning from a leave of absence or currently on a traditional schedule who transfer to a year-round schedule.

Class-Size Reduction Training (Grades K-3)

All teachers assigned to Grades K-3 are required by law to participate in class-size reduction training PRIOR to starting the teaching assignment. Sites must ensure that teachers who transfer into Grades K-3 from other grade levels meet this requirement. Teachers may complete the requirement by participating in the site's AB 825 training day(s) prior to the start of the school year. Sites must maintain professional development activity records as documentation. See Site Operations Circular 1020 for training and record keeping guidelines.

How To Apply

All bids for the July post and bid will be made via PeopleSoft eRecruit module. This process is fast, easy and usually takes five minutes or less to complete. Directions for applying online are attached to this circular and can also be found on the San Diego Unified School District website at www.sandi.net. Select Employment and look under Quick Links. You can also access the directions directly by typing http://www.sandi.net/personnel/erecruit/Apply_on_eRecruit.pdf In your web browser. Please review the application directions carefully.

Post Procedures:

1. Bids will be accepted July 1, 2008 through July 10, 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.
7. A unit member who accepts a bid position in this posting period will not be eligible to bid again until the February 2009 posting period.

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

Elementary Sites:

Sonja Elston (619) 725-8058
Eileen Sandifer (619) 725-8015

Middle/Secondary Sites:

Darin Noyes (619) 725-8019
Connie Velazquez (619) 725-8049

Sam Wong
Chief Human Resources Officer

APPROVED:



Jodi Smith
Chief of Staff

SW:tw

Attachment (1)

Distribution: Lists A, C, D, E, F, 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

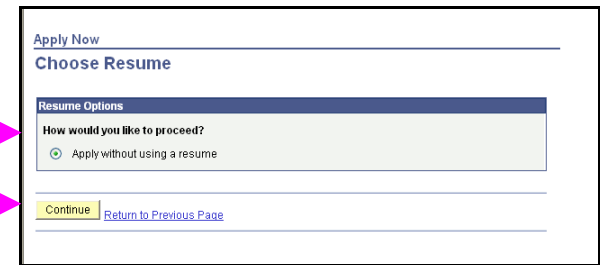
**Step 7
View Job Description.**

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



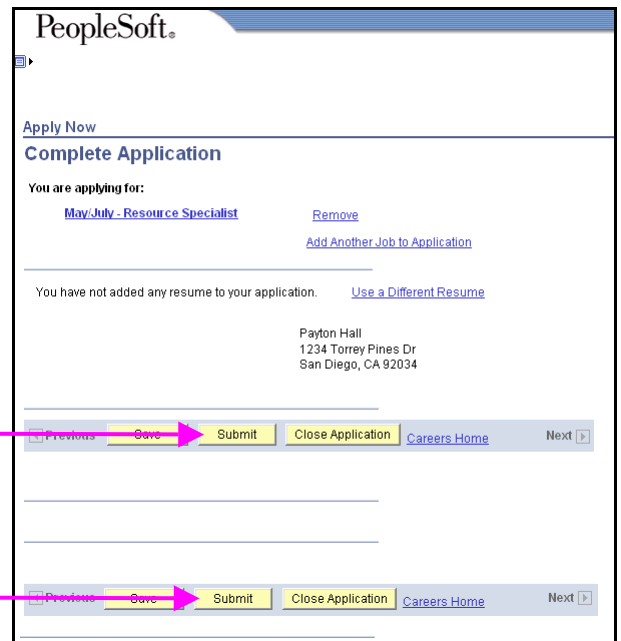
Step 8

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



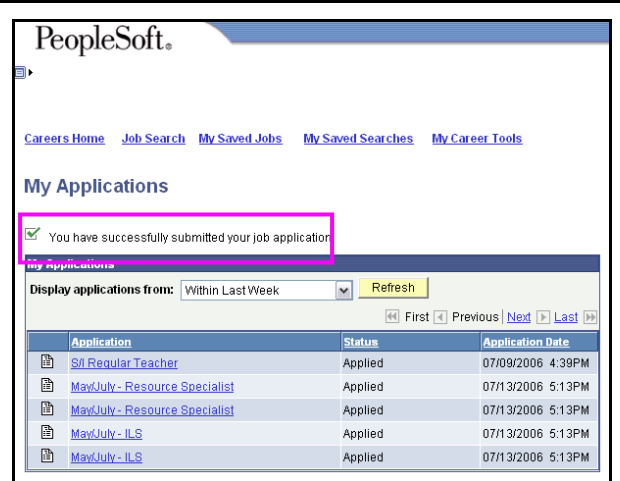
**Step 9
Submit Application.**

- 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

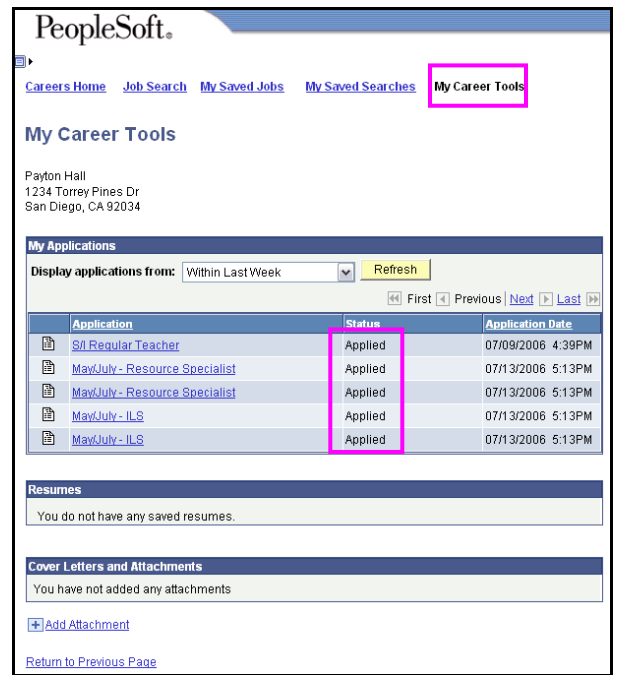
All processes complete both at hiring location/school site and HR. You have been hired into the position

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.

