

ADMINISTRATIVE CIRCULAR NO. 78
Office of the Chief Human Resources Officer

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: March 17, 2009
To: Principals, Division and Department Heads
Subject: 2009 SUMMER SCHOOL-CLASSIFIED SUPPORT STAFF

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

Due Date: April 3, 2009

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 must have updated personal information in PeopleSoft (most importantly phone number for contact during staffing of Winter Intersession). To edit or change any information go to: <http://www.sandi.net/> Click on “Employment” on the left hand side of the page. Click on HR Home on the top center of the page. Scroll down to “Employee Self Service”. Click on “Login to PeopleSoft Self Service”. Read the instructions under Signing in to the People Soft Portal. An employee will need to establish a password in order to view their personal information. If you need additional help you may call the Information Technology Department at 619-725-7500.

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 3, 2009.

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.

Donis Armenta
Director, Classified Personnel

APPROVED:



Sam Wong
Chief Human Resources Officer
Administrative Circular No.78
Office of the Chief Human Resources Officer
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SW:ev

Attachments (1)

Distribution Lists: A, D, E and F

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USE NUMBER TWO PENCIL ONLY NO BALL POINT OR FELT TIP PENS

Attachment 1

RETURN TO EUGENE BRUCKER EDUCATION CENTER, ROOM 1241
APPLICATION DEADLINE April 3, 2009

"SAMPLE"

San Diego Unified School District
Human Resource Services Division

"SAMPLE"

2009 Summer School Application

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 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.

Betty Smith 3/17/09
Applicant's Signature - Date

Adams 003
Current Work Location Name/No.

RETURN TO EUGENE BRUCKER EDUCATION CENTER, HR ROOM 1241,
ATTENTION: ESTER VICTORIO

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