

ADMINISTRATIVE CIRCULAR NO. 93
Office of the Superintendent

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: May 11, 2009

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

Subject: MAY POST AND BID FOR 2009-2010 SCHOOL YEAR
(Revised)

**Department and/or
Persons Concerned:** Certificated Staff

Due Date: June 4, 2009

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

Action Requested: **Please print and post a copy of circular. Certificated staff members need to review explanation of transfer provision in the current contract before submission of electronic bids. Submit electronic bids during the posting period of May 26, 2009 through June 4, 2009**

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 2009-2010 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 26, 2009 through June 4, 2009.

Eligibility To Bid

Bids from permanent, probationary, and Regional Occupational Program restricted contracted staff members of the San Diego Unified School District who meet the stated position qualifications will be given first opportunity for transfer. 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 or be able to verify No Child Left Behind (NCLB) compliance with required credentials or certifications upon entering the position.

Calendar Changes

All positions posted will commence on start date for the 2009-2010 school year as determined by each school's or program calendar. Human Resource Services Division (HRSD) will assist by providing opportunities to work a full contract work year for unit members returning from leave of absence or currently on a traditional schedule who transfer to a year-round schedule.

How To Apply

All bids for the May 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 on-line 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 May 26, 2009 through June 4, 2009.
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. 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

Eileen Sandifer (619) 725-8015

Special Ed

Theresa Chowdhury (619) 725-8012

Middle Sites

Sonja Elston (619) 725-8093

Secondary Sites

Darin Noyes (619) 725-8019

Tim Asfazadour

Director, Human Resources

APPROVED:



Sam Wong

Chief Human Resources Officer

SW: sje

Attachment

Distribution: Lists A, D, E, and F

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, change Posted to "Anytime" and 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>

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.

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

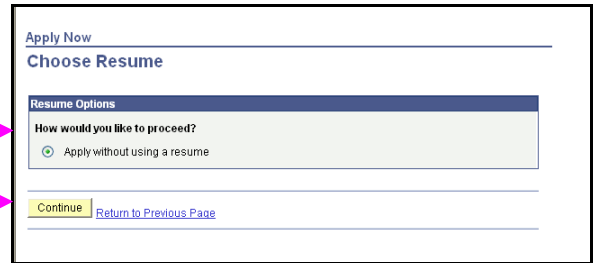
**Step 7
View Job Description.**

- 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**.



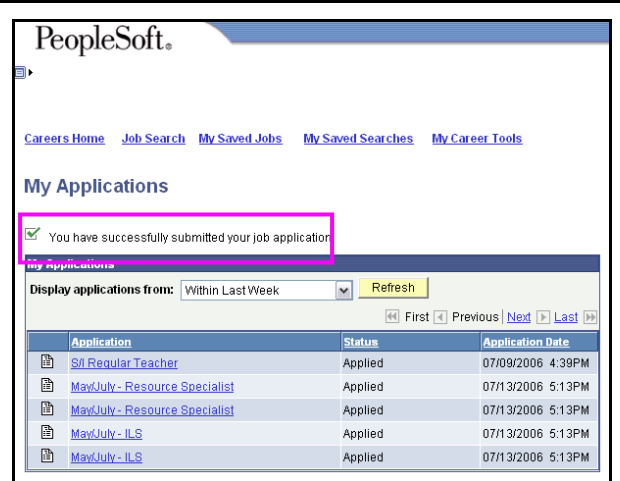
**Step 9
Submit Application.**

- 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

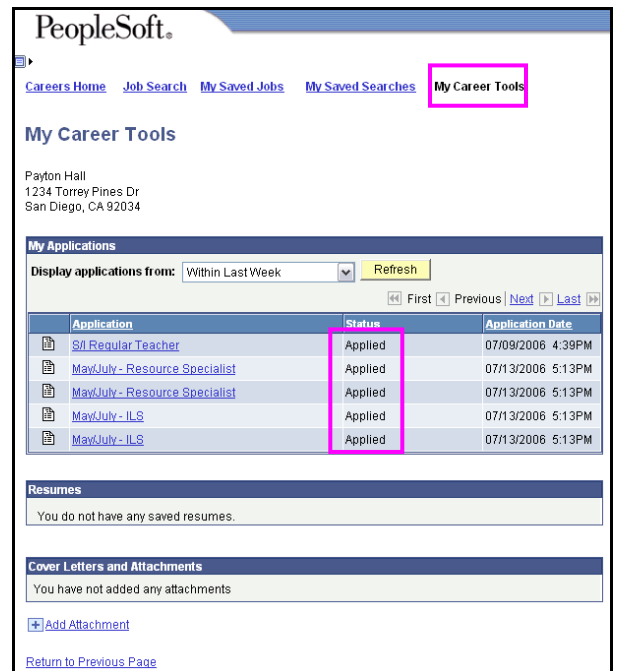
All processes complete both at hiring location/school site and HR. You have been hired into the position

Rejected

You were not selected for the job posting

Notes:

- o This page does not display the Job Opening ID. See step 6 for instructions on obtaining the ID number.
- o 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.

