

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** May 13, 2009

**To:** Traditional and Year Round School Administrators, Division and Department Heads, Child Development Center Administrators, San Diego Education Association Representatives, Certificated Staff, School Improvement Officers

**Subject:** 2009 SUMMER SCHOOL CERTIFICATED APPLICATIONS – SECOND POSTING

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

**Due Date:** May 20, 2009

**Reference:** Collective Negotiation Contract between the San Diego Unified School District and the San Diego Education Association, 2006-2008 (Article 17)

**Action Requested:** Interested persons must submit an online application for Summer School positions via PeopleSoft eRecruit. **Print and post a copy of this circular.**

**Brief Explanation:**

Due to the date change for the 2009 Summer School Program at the elementary and middle schools, it is necessary to offer a second posting to ensure staff have the opportunity to apply for positions. Teachers that applied during the initial posting in March do not need to re-apply. The second posting for the Summer School program will be available online **from May 13 through May 20, 2009**. To be considered for Summer School employment, teachers must submit an electronic application during the posting period.

**SUMMER SCHOOL PROGRAM**

The District will offer two Summer School Programs for students in grades K-8. Session 1 will be offered only to eligible K-8 special education students at traditional sites, from June 22 through July 17, 2009. Session 2 will be offered to eligible K-8 general education students and to eligible K-8 special education students from July 27 through August 21, 2009. The elementary and middle level Summer School program will be a four-week, four-hour program.

The Summer School program for high schools will be one six week program from June 22 through July 31, 2009 (29 days). The high school program will consist of two, two hour blocks of instruction. The Summer School program provides four hours of instruction each day, and five hours of pay. Please note that it may be necessary to modify the scope of the Summer School program due to the uncertainty of the statewide budget situation.

## ELIGIBILITY

Summer School assignments are contingent on availability of state funding and student enrollment, and may be cancelled if funding or student enrollment is insufficient. Offers of Summer School employment will be made based on district needs and staffing requirements described in Article 17 of the negotiated contract between the Board of Education and the San Diego Education Association. First consideration will be given to the needs of the instructional program. Assignments are offered depending upon the credentials, skills and experience required for each position.

Below are general guidelines for Summer School staff selection:

1. Most recent performance evaluation rating was "Effective" in all areas
2. Grade level, subject, training, recency of experience and credentials
3. Availability to work the entire session
4. Most recent Summer School employment
5. District seniority

## COMPENSATION

The 2009 Summer School/Intersession salary schedule can be accessed through the San Diego Unified School District website at [www.sandi.net](http://www.sandi.net).

## HOW TO APPLY

For instructions on how to apply via eRecruit click on "Employment" and look under "Quick Links." You may also access the page directly by typing [http://www.sandi.net/personnel/erecruit/Apply\\_on\\_eRecruit.pdf](http://www.sandi.net/personnel/erecruit/Apply_on_eRecruit.pdf) in your web browser. Please review the application directions carefully. Online applications submitted on or before the deadline will be used to determine staffing eligibility for Summer School. If you experience trouble logging in via eRecruit, please contact Herschel Johnson at 619-725-8007.

Questions regarding this circular or staffing certificated Summer School may be directed to:

Elementary Sites:  
Eileen Sandifer (619) 725-8015

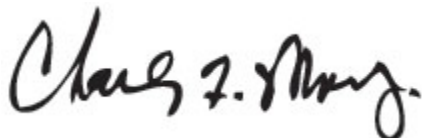
Middle School Sites:  
Sonja Elston (619) 725-8093

High School Sites:  
Darin Noyes (619) 725-8019

Special Education and Counseling:  
Theresa Chowdhury (619) 725-8012

Mariam L. True  
Executive Director  
Teacher Preparation and Student Support Division

APPROVED:



Chuck Morris  
Deputy Superintendent

CM:ra

Attachments  
Distribution: Lists A, C, D, E, H and S

# Using eRecruit to Apply for a Job



<p><b>Step 1</b></p> <p>Open your web browser and go to:  <a href="https://dwa.sandi.net">https://dwa.sandi.net</a></p>	
<p><b>Step 2</b></p> <p>2.1 Login using your six-digit employee ID and your password.</p> <p>2.2 Click <b>Sign In</b>.</p> <p>If you need to change your password:</p> <ul style="list-style-type: none"> <li>Go to <a href="https://dwa.sandi.net/passwd">https://dwa.sandi.net/passwd</a></li> <li>Follow the prompts on the screen to change your password.</li> </ul> <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"> <li>If you cannot change your password or if you do not remember your password, please call the Help Desk: 619-725-7500.</li> </ul>	
<p><b>Step 3</b></p> <p>Click the <b>Human Resources 8.9</b> link.</p>	
<p><b>Step 4</b></p> <p>Navigate to <b>Self Service</b>→<b>Recruiting Activities</b>→<b>Careers</b></p> <p>4.1 For a basic search of all available Job Openings, change <b>Posted</b> to "<b>Anytime</b>" and click <b>Search</b>.</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 <b>Advanced Search</b> 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	<a href="#">Regular Teacher</a>	104777	Teacher, Classroom	Garfield Elementary
<input type="checkbox"/>	07/01/2006	<a href="#">May/July - Resource Specialist</a>	104743	Teacher, Classroom	Kroc Middle School
<input type="checkbox"/>	07/01/2006	<a href="#">May/July - ILS</a>	104744	Teacher, Classroom	Kroc Middle School
<input type="checkbox"/>	07/01/2006	<a href="#">May/July - ILS</a>	104745	Teacher, Classroom	De Portola Middle School
<input type="checkbox"/>	07/01/2006	<a href="#">May/July - ED</a>	104746	Teacher, Classroom	De Portola Middle School
<input type="checkbox"/>	07/01/2006	<a href="#">May/July - English</a>	104747	Teacher, Classroom	De Portola Middle School
<input type="checkbox"/>	07/01/2006	<a href="#">May/July - Humanities</a>	104750	Teacher, Classroom	San Diego SCPA
<input type="checkbox"/>	07/01/2006	<a href="#">May/July - 3rd Span. Immersion</a>	104751	Teacher, Classroom	Longfellow Elementary
<input type="checkbox"/>	07/01/2006	<a href="#">May/July - Math Teacher</a>	104752	Teacher, Classroom	Johnson Elementary
<input type="checkbox"/>	07/01/2006	<a href="#">May/July - ELA Resource Tchr.</a>	104753	Teacher, Non-Classroom	Bell Junior High

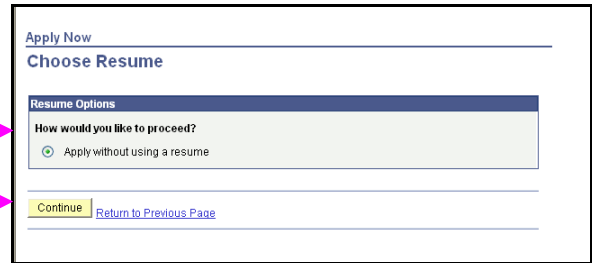
**Step 7  
View Job Description.**

- 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**.



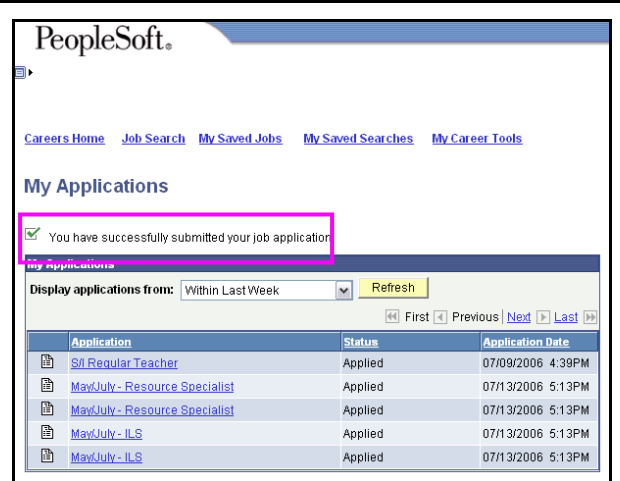
**Step 9  
Submit Application.**

- 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**

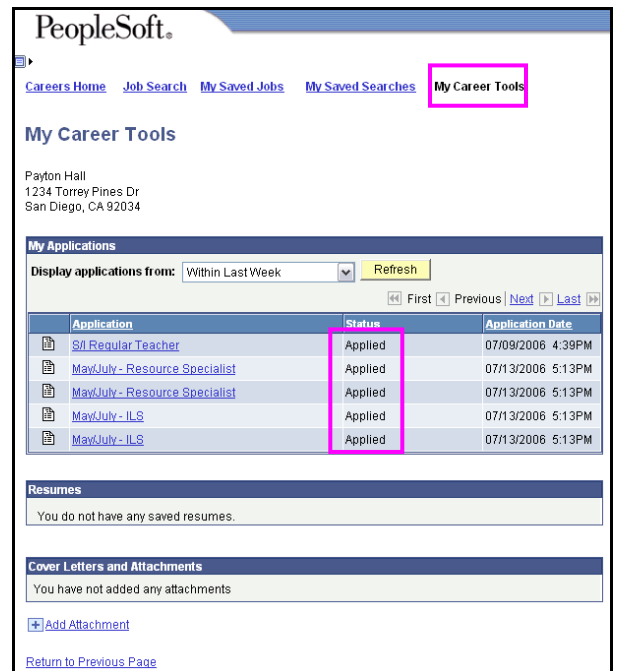
All processes complete both at hiring location/school site and HR. You have been hired into the position

**Rejected**

You were not selected for the job posting

**Notes:**

- 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.

