

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: June 17, 2009

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

Subject: JULY POST AND BID FOR 2009-2010 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: June 23, 2009

Reference: Collective Negotiations Contract between 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 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 June 26, 2009 through July 1, 2009.

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 June 23, 2009.

In the event 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 the posting is forwarded to Human Resources Services Division. (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 June 26, 2009 through July 1, 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. Once this is completed, the PeopleSoft system will generate a Personnel Action Request (PAR) for the transfer. You will need to submit an Assignment Change PAR **only** if the position is split funded (funded by two or more position numbers).

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

Elementary Sites:

Eileen Sandifer (619) 725-8015

Middle Sites/Language Academy/Longfellow:

Sonja J. Elston (619) 725-8093

Special Education

Theresa Chowdhury (619) 725-8012

High Schools/Alternative Sites

Darin Noyes (619) 725-8019

Timothy Asfazadour

Director, Human Resources

APPROVED:



Sam Wong

Chief Human Resources Officer

SW: sje

Attachments: (3)

Distribution: Lists A, D, E, and F

SAN DIEGO UNIFIED SCHOOL DISTRICT
 Human Resource Services Division
ELEMENTARY SCHOOL POSITION VACANCIES
JULY POST & BID
2009-2010 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	Subject Areas/Grade Level	Major Field/Credential	FTE	NCLB Designator: Indicate Elem. Or Secondary	Special Assignment Responsibilities
Example: XXXXXXXXX <i>Name of employee who is being replaced: John Doe</i>	2 nd Grade	Multiple Subject			

Signature – Principal

School/Department

Signature - Site Association Representative

Date

RETURN TO:

Eileen Sandifer
 Eugene Brucker Education Center, Room 1241
 Fax: (619) 296-7522

DUE DATE: JUNE 23, 2009

SAN DIEGO UNIFIED SCHOOL DISTRICT
 Human Resource Services Division
MIDDLE SCHOOL POSITION VACANCIES
JULY POST & BID
2009-2010 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	Subject Areas/Grade Level	Major Field/Credential	FTE	NCLB Designator: Indicate Elem. Or Secondary	Special Assignment Responsibilities
Example: XXXXXXXX <i>Name of employee who is being replaced: John Doe</i>	Science/English Social Science	Secondary			

 Signature – Principal

 School/Department

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

 Date

RETURN TO:
 Sonja J. Elston
 Eugene Brucker Education Center, Room 1241
 Fax: (619) 296-7522
DUE DATE: JUNE 23, 2009

SAN DIEGO UNIFIED SCHOOL DISTRICT
 Human Resource Services Division
HIGH/ALTERNATIVE SCHOOL POSITION VACANCIES
JULY POST & BID
2009-2010 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	Subject Areas/Grade Level	Major Field/Credential	FTE	NCLB Designator: Indicate Elem. Or Secondary	Special Assignment Responsibilities
Example: XXXXXXXX <i>Name of employee who is being replaced: John Doe</i>	Math, cluster/seminar	Math			Extended Day assignment may include: (List specific such as Speech & Debate, Cheer Advisor, Mock Trial Coach, Academics and Athletics, etc.

Signature – Principal

School/Department

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: (619) 296-7522

DUE DATE: JUNE 23, 2009