SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: March 3, 2016

To: Traditional School Site Administrators, Year Round Site Administrators, Division and Department Heads, Managers, San Diego Education Association Representatives, Child Development Center Administrators, Certificated Staff and Area Superintendents

Subject: 2016 SUMMER SCHOOL AND EXTENDED SCHOOL YEAR (ESY) CERTIFICATED APPLICATIONS

Department and/or Persons Concerned: Certificated Staff

Due Date: March 31, 2016

Reference: Collective Negotiations Contract between the San Diego Unified School District and the San Diego Education Association, 2013-2014 (Article 17)

Action Requested: Interested persons must submit online applications for Summer School Positions via PeopleSoft eRecruit.
Principals, please print and post a copy of this circular.

Brief Explanation:

The Summer School program for San Diego Unified School District High School students will be held June 27, 2016 – August 5, 2016.

The Extended School Year (ESY) program for San Diego Unified School District will be held during the following times:

Elementary and Middle Schools: July 25, 2016 – August 19, 2016

High School: June 27, 2016 – August 5, 2016

To be considered for summer school or ESY employment, teachers who meet the qualifications must submit an electronic application during the posting period of March 1, 2016–March 31, 2016.

THE PROGRAM

The Summer School and ESY Programs provide four hours of instruction each day, and five hours of pay. For elementary and middle schools, it is a nineteen instructional days program. High school program will be a twenty-nine days program.

ELIGIBILITY

Summer school and ESY 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 employment will be made based on district needs and staffing requirements described in Article 17 of the negotiated contract between the District and the San Diego Education Association. First consideration will be given to the needs of the instructional program.

Special education teaching assignments are offered depending upon the credentials, skills and experience required for each position.

Below are general guidelines for the staffing selection process:

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 Summer School and ESY salary schedule can be accessed through the San Diego Unified School District's website at www.sandi.net.

HOW TO APPLY

For instructions on how to apply via eRecruit, please visit the www.sandi.net website and go to: Home > Departments > Human Resources > Certificated Postings 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 and ESY.

Questions regarding this circular may be directed to:

Areas 1, 4, (Special Education, Nursing, Central Office Counseling):
Landen Villanueva   619 725-8109   lvillanueva2@sandi.net

Areas 2, 3, (Leadership & Learning, Secondary Schools):
Tina Tran   619 725-7752   ttran2@sandi.net

Areas 5, 6, (Special Ed. Alt. Sites, ECSE, ECE):
Stacy Boland   619 725-8108   sboland1@sandi.net

APPROVED:

Tim Asfazadour,
Chief Human Resources Officer

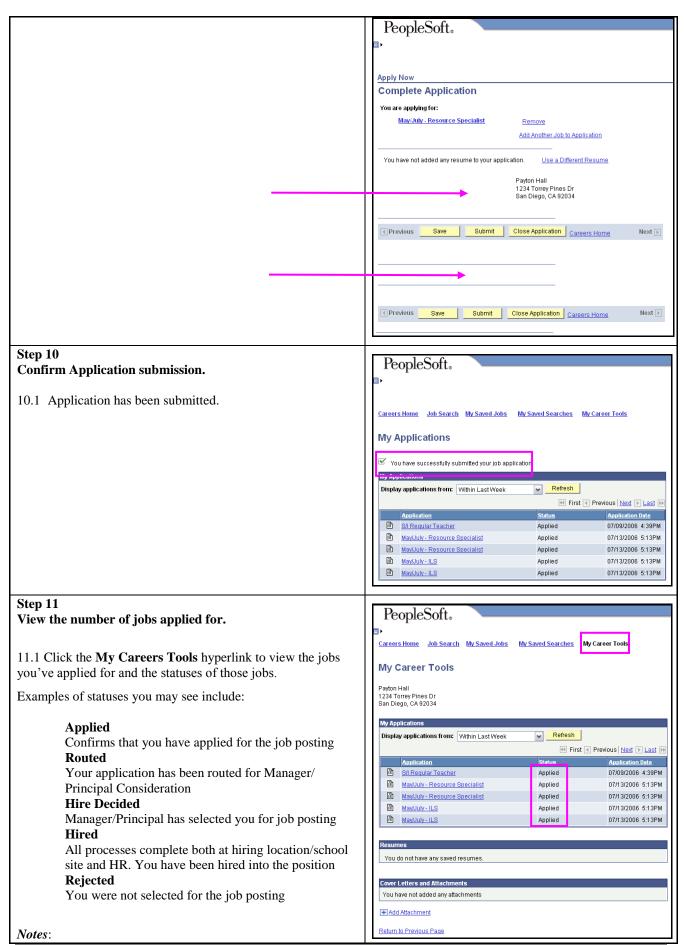TA:dn

Attachment

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

Using eRecruit to Apply for a Job

Step 1 Open your web browser and go to: **https://dwa.sandi.net/psp/hcm/?cmd=login**	

Step 2
 	
2.1   Login using your six-digit **employee ID** and your **password**.
 	
2.2   Click **Sign In**.
 	
       If you need to change your password:
       ▪ Go to **https://dwa.sandi.net/passwd**
       ▪ Follow the prompts on the screen to change your password.
         Your User ID will be your six-digit Employee ID, as found on your paycheck.
         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 Sdcs3463.
       ▪ If you cannot change your password or if you do not remember your password, please call the Help Desk: 619-209-4357 (HELP).	

Step 3 Navigate to **Self Service→Recruiting Activities→Careers** .	

Step 4 Search for Jobs 4.1 For a basic search of all available Job Openings, change **Posted** to "**Anytime**" and click **Search**. *Note*: 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. 4.2 Or, to search for Job Openings using criteria, click the **Advanced Search** hyperlink.	

Step 5
Search for Job
 	
If you selected **Advanced Search…**
5.1   Enter your search criteria as follows:
 	
   o Make sure **Find Jobs Posting Within** is set to "**Anytime**"
   o 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.
   o 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
 	
   o 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.	
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.	