

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

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** April 1, 2016

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

**Subject:** MAY POST AND BID FOR 2016-2017 SCHOOL YEAR

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

**Due Date:** May 11, 2016

**Reference:** Article 12, Section 12. 2 of the Collective Negotiations Contract between the San Diego Unified School District and the San Diego Education Association.

**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 2, 2016 through May 11, 2016.**

**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 known, funded vacancies for the 2016-2017 school year will be posted on-line. The list of vacancies can be viewed using any computer system that can access the internet. Positions will be posted from May 2, 2016 through May 11, 2016.

**Eligibility to Bid**

Bids from permanent, probationary, and College and Career Technical Education 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 32, Sections 32.6).

All special education and regular education teaching positions will be posted as requiring an English Learner Authorization. Elementary and Secondary Education Act, ESEA (formerly NCLB) compliance will be required for all core subject area assignments.

ESEA compliance for regular education core area assignments 6<sup>th</sup> grade and below (excluding visual and performing arts) can be verified by either the elementary or secondary criteria.

ESEA compliance for regular education core area assignments for grades 7-12 and all visual and performing art assignments must be verified by the secondary criteria.

ESEA compliance for core area special education K-8 assignments can be verified by either the elementary or secondary criteria.

ESEA compliance for special education core area assignments for grades 9-12 must be verified by the secondary criteria.

Candidates must meet all state and federal requirements and have the required credential for the assignment on file with the District at the time of the closing of the posting period.

### **Calendar Changes**

All positions posted will commence on the start date for the 2016-2017 school year as determined by each school's or program's 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.

You may also access the information via San Diego Unified School District website at [www.sandi.net](http://www.sandi.net). Log onto the staff portal, click on Technical Support / Help Desk; click PeopleSoft; click Training Materials & Resources; click PeopleSoft HCM Training Materials; under Self Service Job Aids; click How to Apply for Jobs using eRecruit. Please review the application directions carefully.

### **Post Procedures**

1. Bids will be accepted from May 2, 2016 through May 11, 2016.
2. Applicants must meet the minimum qualifications of credential(s) and employment status by the closing of the posting period. Other special assignment responsibilities may be stated on the position vacancy list. **The required credential must be registered with HR before the close of the posting period.**
3. Applicants must verify or be able to verify Elementary and Secondary Education Act (formerly NCLB) compliance.
4. HR will determine applicants' qualifications.
5. Schools will notify applicant(s) of the results of the site selection process.
6. Unit members have 48 hours or other mutually agreed-upon period of time from the initial offer to accept or decline the position by telephone and/or e-mail.

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

Area 1, Area 4, Central Office Counseling,  
and Special Ed Dept.

Landen Villanueva (619)725-8109

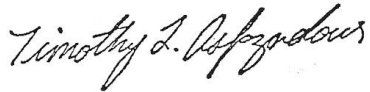
Area 2, Area 3, Leadership and Learning,  
and Office of Secondary Schools

Tina Tran (619) 725-7752

Area 5, Area 6, Special Ed Alt. Sites, ECSE,  
and ECE

Stacy Boland (619) 725-8108

APPROVED:



Timothy L. Asfazadour  
Chief Human Resources Officer

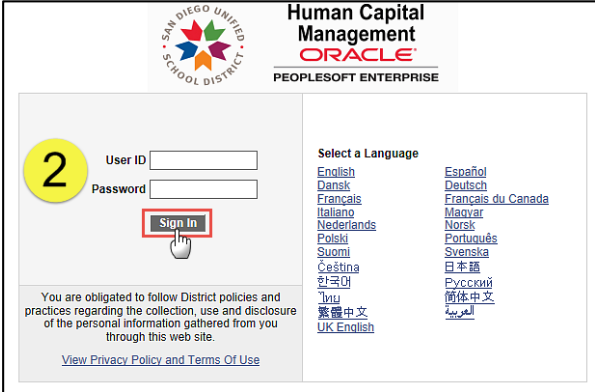
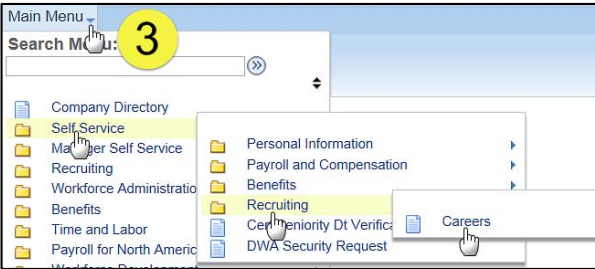
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Attachment

Distribution: Lists A, D, E, and F

## Using eRecruit to Apply for a Job



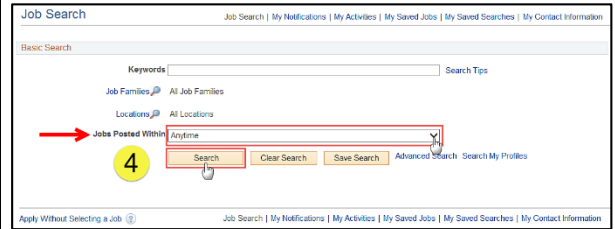
<p><b>Step 1</b></p> <p>Open your web browser and go to:  <a href="https://dwa.sandi.net/psp/hcm/?cmd=login">https://dwa.sandi.net/psp/hcm/?cmd=login</a></p>	
<p><b>Step 2</b></p> <p>2.1 Login using your six-digit <b>employee ID</b> and your <b>password</b>.</p> <p>2.2 Click <b>Sign In</b>.</p> <p>If 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.          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.</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: 619-209-4357 (HELP).</li> </ul>	
<p><b>Step 3</b></p> <p>3.1 Navigate to the <b>Careers</b> page within the <b>Self Service</b> area.          Click <b>Main Menu &gt; Self Service &gt; Recruiting &gt; Careers</b></p>	

## Step 4 Search for Jobs

4.1 For a basic search of all available Job Openings, change **Jobs Posted Within** 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 see **Step 5**.



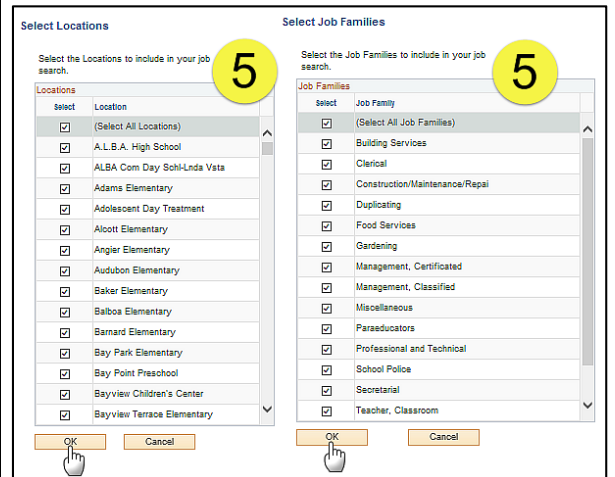
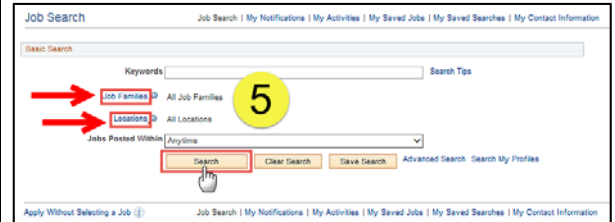
## Step 5 Search for Jobs

5.1 Enter your search criteria as follows:

- Make sure **Jobs Posted Within** is set to "Anytime"
- Click the **Locations** link to see jobs at a particular school or group of schools. Uncheck the **(Select All Locations)** checkbox and click the school(s) you want in the list. Click **OK**.
- Click the **Job Families** link to see jobs in a particular Job Family. Uncheck the **(Select All Job Families)** checkbox and click the Job Families you want in the list. Click **OK**. (This is most useful during a summer school/intersession posting when both certificated and classified jobs are posted at the same time.)
- To **Enter Keywords**, search for whole words only, such as "English". (Partial word searches, such as "eng", are not supported.) The keywords search is not case sensitive. Keywords searches pertain only to the job title.

5.2 Click the **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, click "[Clearing Cache Files in IE](#)"



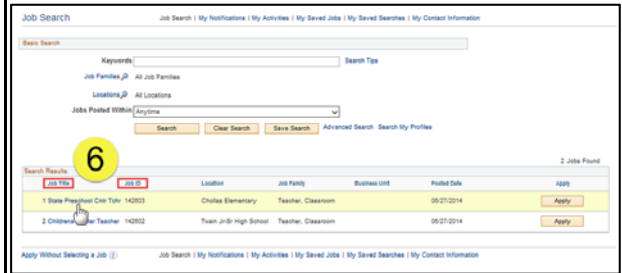
**Step 6**  
**View openings**

6.1 A list of all jobs matching search criteria currently available for bidding will display.

**Note:** The Job 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.

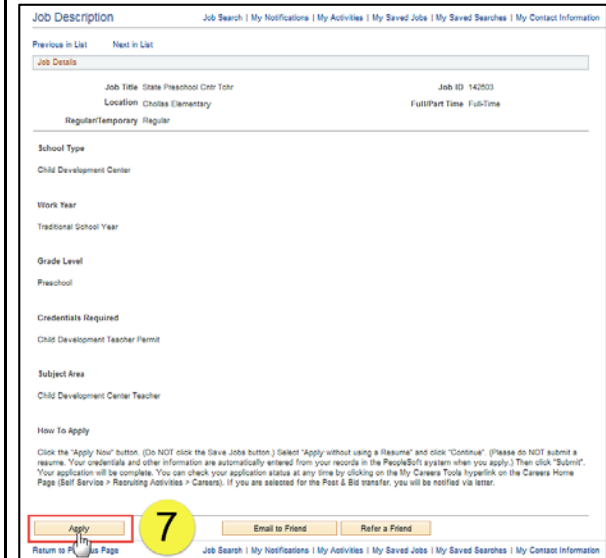
6.2 Click on **Job Title** link to view the job description.

**Note:** Applicants must view posting descriptions to verify qualifications and to make note of the **Job ID** number. The Job ID number is in the column next to Job Title. 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**

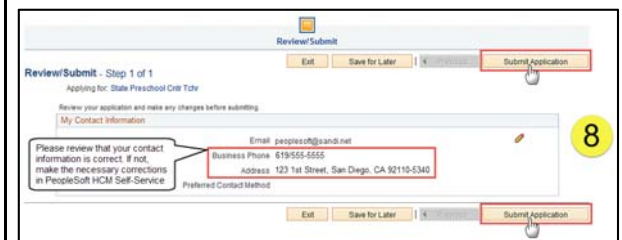
7.1 The Job Description page opens.  
7.2 Click **Apply**.



**Step 8**  
**Submit Application**

8.1 On the Review/Submit page, verify that your contact information is correct, and click the **Submit Application** button. Your application will not be complete until you click the **Submit Application** button.

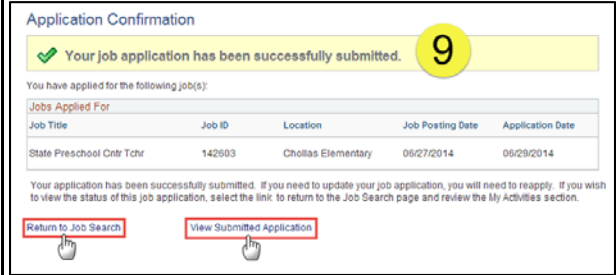
**Note:** If your contact information is not correct on the **Review/Submit** page, please go to **Self Service > Personal Information Summary**, and update your phone number and address. There is no need to update your email address as your business email address (sandi.net) is maintained by the district and any email contact from the district will go to your business email account.



**Step 9  
Application Confirmation**

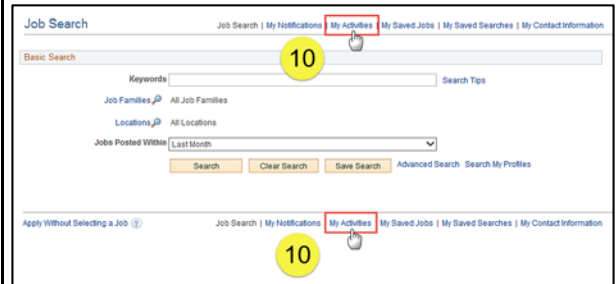
9.1 If you have a district email address you will receive confirmation that your job application has been successfully submitted. You can now click **Return to Job Search** or **View Submitted Application** link.

*Note:* If you are selected for the **Post & Bid** transfer, you will be notified via letter.



**Step 10  
My Activities**

10.1 You can check your application status at any time by clicking the **My Activities** link on the **Careers** page. **Self Service > Recruiting > Careers**



**Step 11  
View the list of jobs applied for**

11.1 **My Activities** pages shows the jobs you've applied for.

**Job Title**

Title of the position applied for

**Job ID**

ID number of the job applied for

**Location**

Location of the position applied for

**Status**

Submitted (or Not Submitted if the application was saved for later)

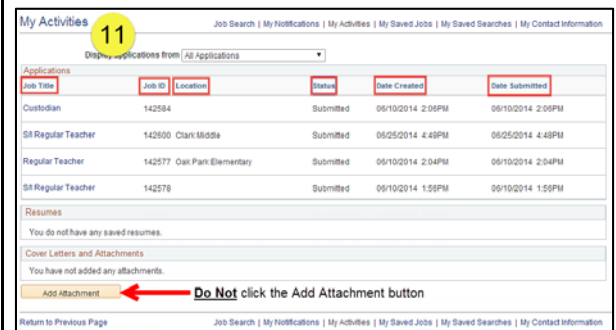
**Date Created**

Date you applied for the job

**Date Submitted**

Date application was submitted

*Note:* **Do Not** click the **Add Attachment** button. **Resumes are NOT ACCEPTED.**



## Step 12

12.1 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.

**Navigate to: Self Service > Recruiting > Careers**

