

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: March 12, 2018

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: 2018 SUMMER SCHOOL AND EXTENDED SCHOOL YEAR (ESY) CLASSIFIED APPLICATIONS ON-LINE PROCESS

Department and/or Persons Concerned: Classified Staff

Due Date: April 15, 2018

Reference: None

Action Requested: Interested person must complete an on-line application for Clerical and Paraeducator Summer School Positions through PeopleSoft by the due date.

Brief Explanation:

The Summer School and ESY program for San Diego Unified School District will be held as follows:

Elementary/Middle:	July 23 2018 – August 17, 2018
High School:	June 18, 2018 – July 27, 2018

Please note, any current eleven (11) month employee who wishes to work beyond the end of their eleven (11) month work year, must still submit an on-line application.

Please ensure that you are only applying for classified opening.

Per the collective bargaining agreement, priority is given to employees who are currently assigned to the sites hosting summer school. For remaining summer school assignments, Office-Technical and Business Services (OTBS) positions will be staffed by district seniority and Paraeducators (PARA) positions will be staffed by classification seniority. Any employee who receives a summer school assignment will be compensated at the rate of pay for the position to which he/she is assigned. Applicants must make themselves available for the entire summer school session.

Summer School assignments are contingent on availability of state funding and student enrollment and may be canceled if funding or student enrollment is insufficient.

PARA and OTBS unit members should only apply to summer school positions in their current classification. Applicants will only be considered for positions for which they apply to. If you would like to be considered for positions at all levels, you must apply for all you are interested in. For example, you must apply for Special Education Assistant (Elementary) and Special Education Assistant (Secondary) if you want to be considered for the elementary and secondary levels.

FOR PARA ONLY

Elementary and Secondary Positions:

Behavior Support Specialist	Special Education Technician
Braille Compensatory Skills Assistant II	
Campus Security Assistant (High Schools Only)	
Childcare Activity Assistant	Special Education Technician - Infant
Community Assistant I	Special Education Signing Assistant
Educational Interpreter	Special Education Technician
Senior Educational Interpreter	Special Education Technician – Signing
Special Education Assistant	Special Needs Assistant
Special Education Behavior Technician	Special Education Bus Monitor
Special Education Braille Assistant	Special Education Resource Assistant
Special Education Physical & Health Disabilities –	Special Technologies Assistant

Bilingual (Spanish) positions as needed.

FOR OTBS ONLY

Secretarial / Clerical Positions:

Elementary School Assistant	Clerk Typist III
School Clerk I (Elementary)	School Clerk Assistant
Administrative Assistant I (High Schools)	Secretary II
School Clerk II (Secondary)	High School Registrar
Student Information Systems Technician II (Secondary)	
School Library Technician II (Secondary)	

Bilingual (Spanish) positions as needed.

Please note that specialized programs set their own dates and work hours for Summer School or ESY (applicants must still apply on-line for the above classification). These programs include Behavior Support Services, Home/Hospital and Transition Support, Marcy, New Dawn, Related & Specialized Services, Riley, Early Childhood Special Education (ECSE), Transition Resources for Adult Community Education (TRACE), and Whittier/Del Sol Academy.

Employees must update their personal information in PeopleSoft. We must have an updated phone number in order to contact you when we begin staffing summer school.

To edit or change your information in PeopleSoft go to:

www.sandi.net/staff, click on Staff Portal, log in, under ERO click on “View All” and find “PeopleSoft - HCM”. After logging in, click “Main Menu”, then “Self Service”, then “Personal Information”, “Phone numbers” to update your information. Employees will need to establish a password in order to view their personal information. If you need additional help, you may call the Information Technology Department at 619-209-4357 (209-HELP).

Employees have the sole responsibility to correctly complete the on-line application. To ensure your on-line application is received on time and is considered for work during the ESY or summer school period, on-line applications must be submitted electronically no later than April 15, 2018. You must have a district e-mail address in order to receive an e-mail confirmation that you successfully applied on-line. Please contact the Information Technology help desk for assistance at (619) 209-4357 (209-HELP) to establish a district e-mail account. If you do not receive a confirmation, you did not apply/submit your application correctly.

Notification/confirmation of employment will be done verbally by Human Resources staff members as assignments are made. All offers of employment are tentative due to the fact that some classes may close because of low enrollment.

HOW TO APPLY:

For instructions on how to apply via eRecruit, please see the attached Job Aid or visit the www.sandi.net website and go to: Home > Departments > Human Resources > Classified Postings in your web browser. Please review the application directions carefully on the step by step instructions using eRecruit to apply for a job. On-line applications submitted on or before the deadline will be used to determine staffing eligibility for summer school.

For PeopleSoft technical support contact:

Systems Analyst, Cleo Gonzales (619) 725-8086

For general questions regarding Summer School or ESY staffing, contact:

Paraeducators: Lisa Padelford, HR Specialist
(619) 725-8106
lpadelford@sandi.net

OTBS: Yolanda McKnight, HR Specialist
(619) 725-8067
ymcknight@sandi.net

Approved:



Acacia Thede
Executive Director, Human Resources

AT:lp
Attachment (1)