

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** April 12, 2021

**To:** School Site Administrators, Division and Department Heads, Managers, San Diego Education Association Representatives, Certificated Staff and Area Superintendents

**Subject:** 2021 SUMMER SCHOOL AND EXTENDED SCHOOL YEAR (ESY) CLASSIFIED APPLICATIONS ON-LINE PROCESS

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

**Due Date:** May 7, 2021

**Action Requested:** Interested persons must complete an online application for OTBS Summer School positions through PeopleSoft by the due date. Interested persons must complete an online preference form for PARA Summer School positions through Google by the due date.

**Brief Explanation:**

The Summer School and Extended School Year (ESY) programs for San Diego Unified School District high school students will be held June 21<sup>st</sup> - July 30<sup>th</sup>. Garfield and Twain High Schools will hold their programs from June 21<sup>st</sup>-July 16<sup>th</sup>.

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

- Elementary and Middle schools: June 21<sup>st</sup> - July 16<sup>th</sup>
- Specialized Settings at Riley and Whitter: June 21<sup>st</sup> - July 16<sup>th</sup>
- Specialized Settings at Marcy & New Dawn: June 21<sup>st</sup> - July 30<sup>th</sup>
- Specialized Settings at TRACE: June 21<sup>st</sup>- July 30<sup>th</sup>
- ESY **Online** Option: June 21<sup>st</sup> - July 16<sup>th</sup>

**Eligibility Criteria:**

Eligibility for selection to Summer School or ESY positions shall be based on the following criteria:

1. Regular employment by the District in a monthly assignment. You must hold a monthly position within the PARA unit or OTBS unit at the time your selection is submitted in order to be eligible for a summer school or ESY assignment.
2. An overall “satisfactory” rating on applicant’s most recent performance evaluation
3. Meets the qualification for the specific position.
4. Available for the entire Summer School or ESY assignment unless the unit member and the supervisor agree to a modification.

**Staffing:**

Summer School and ESY assignments will be posted from April 26<sup>th</sup> - May 7<sup>th</sup>.

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

Unit members should only apply to Summer School and ESY positions in their current classifications. Unit members will only be offered positions in their current classification. You may choose as many options as you want, but must be within your job classification.

- For example: SET-Infant & SEA Signing Assistant must apply to their job classification and not to the general SET or SEA postings.
- If you are a Lead Paraeducator Independence Facilitator (PIF) and are interested in working you should apply for a PIF position.
- You must apply in order to be selected for a summer school/ESY position.

Per the collective bargaining agreement, priority is given to employees who are currently assigned to the sites hosting Summer School and ESY.

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.

For **PARA** assignments, notification of employment will be done via email. Applicants will only be considered for positions for which they apply and are deemed eligible. Assignments will be staffed in order of preference, home site location, classification, and *classification* seniority.

For **OTBS** assignments, notification of employment will be done verbally and confirmed in writing via email by Human Resources staff members as assignments are made. Applicants will only be considered for positions for which they apply and are deemed eligible. Assignments will be staffed in order of preference, home site location, classification, and *district* seniority.

**FOR PARA ONLY**

*Elementary and Secondary Positions:*

Behavior Support Specialist  
Campus Security Assistant (High Schools Only)  
Community Home Education School Assistant  
Educational Interpreter  
Sr. Educational Interpreter  
Educational Transcriber II & III  
Independent Study Assistant  
Non-Public Schools Bus Monitor  
Paraeducator Independence Facilitator (PIF)  
Special Education Assistant  
Special Education Assistant - Signing  
Special Education Technician  
Special Education Technician (Bil/Sign)

Special Education Technician – Infant  
Special Education Behavior Technician  
Special Education Braille Assistant

### **FOR OTBS ONLY**

*Secretarial / Clerical Positions:*

Elementary School Assistant  
School Clerk I (Elementary)  
Administrative Assistant I (Secondary)  
Administrative Aide (Secondary)  
School Clerk II (Secondary)  
High School Registrar  
Student Information Systems Site Technician II (Secondary)  
School Library Technician II (Secondary)

#### **Contact Information:**

Employees must update their personal information in PeopleSoft. We must have an updated phone number and an active email address in order to contact you when we begin staffing Summer School and ESY.

To edit or change your information in PeopleSoft go to:

[www.sandi.net/staff](http://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).

Please review your seniority date. In order to ensure that your seniority date is accurate and current, please use the link below to access the electronic employment information validation module or access the page in PeopleSoft HR under Self Service > Class SeniorityDt Verification: [https://dwa.sandi.net/psp/hcm/EMPLOYEE/HRMS/c/SD\\_DUMMY\\_MENU.SD\\_CLAS\\_VERIF.GBL?FolderPath=PORTAL\\_ROOT\\_OBJECT.CO\\_EMPLOYEE\\_SELF\\_SERVICE.SD\\_CLAS\\_VERIF\\_GBL&IsFolder=false&IgnoreParamTempl=FolderPath%2cIsFolder](https://dwa.sandi.net/psp/hcm/EMPLOYEE/HRMS/c/SD_DUMMY_MENU.SD_CLAS_VERIF.GBL?FolderPath=PORTAL_ROOT_OBJECT.CO_EMPLOYEE_SELF_SERVICE.SD_CLAS_VERIF_GBL&IsFolder=false&IgnoreParamTempl=FolderPath%2cIsFolder)

Employees have the sole responsibility to correctly complete the online application or preference form. To ensure your online application or preference form is received on time and is considered for work during the Summer School and ESY period, online applications and preference forms must be submitted electronically no later than May 7, 2021. 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.

**HOW TO APPLY:**

*For PARA Positions:*

Before you visit the googleform, please log in under your sandi.net email. Googleform is [Linked Here](#) or type in the web address: <https://forms.gle/umfww75AJV8cnuxaA>. Submit your preferences for Summer School and ESY positions in order of importance to you. Step-by-step instructions for using the googleform are attached. Please note that the form will not be active until April 27, 2021. If you submit more than one form, Human Resources will base your placement on the last form you submitted.

Please only apply for positions within your current job classification. You will not be assigned outside of your current job classification. Additionally, please select as many assignments as you would be interested in working and in the order of your interest. You will be placed in the first assignment that is available in your order of preference. If you do not select a position on your preference form, you will not be eligible for that assignment.

*For OTBS Positions:*

Postings will go live on eRecruit on April 27, 2021.

For instructions on how to apply via eRecruit, please see the attached Job Aid or visit the [www.sandi.net](http://www.sandi.net) website and go to: Home > Staff Portal>Departments > Human Resources > Information for Classified Staff. 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:

Cleo Gonzales, Systems Analyst [cgonzales@sandi.net](mailto:cgonzales@sandi.net)

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

Lindsay Molinaro, Human Resources Supervisor, TOC [lmolinaro@sandi.net](mailto:lmolinaro@sandi.net)

APPROVED:



Acacia Thede  
Chief Human Resources Officer

AT:ML

Attachment (1)