SAN DIEGO UNIFIED SCHOOL DISTRICT

Date:	**March 11, 2019**
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:	2019 SUMMER SCHOOL AND EXTENDED SCHOOL YEAR (ESY) CLASSIFIED APPLICATIONS ON-LINE PROCESS
Department and/or Persons Concerned:	Classified Staff
Due Date:	April 15, 2019
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 program for San Diego Unified School District High School students will be held June 17, 2019 – July 26, 2019.

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

Specialized Settings: June 17, 2019 – July 26, 2019

Riley K-8: June 17, 2019 – July 12, 2019

Elementary and Middle Schools: July 22, 2019 – August 16, 2019

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
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 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 positons in their current classifications.

For PARA assignments, the staffing process will be conducted in person on April 25 and 26, 2019, from 4:00 to 6:00 p.m. Applicants will only need to attend one of the two evenings and will be informed which classifications will be staffed on which evening in a later email from Human Resources. All Summer School and ESY positions will be posted in the main auditorium, and unit members who have applied and are eligible will select their assignment based on their current classification, home site location and seniority. Employees must first apply and must be present at the staffing event in order to attain a position. Invitations for the staffing event will be extended to those unit members who successfully apply online and are deemed eligible.

For OTBS assignments, notification of employment will be done verbally and confirmed in writing 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 by district seniority, classification and home site location.

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 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.

CONTACT INFORMATION:
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 and ESY.

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).

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&IgnoreP
aramTempl=FolderPath%2cIsFolder

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 Summer School and ESY
period, on-line applications must be submitted electronically no later than April 15, 2019. 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 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:

        Darin Noyes   (619) 725-8019
        Human Resource Services Supervisor

Approved:

Acacia Thede
Chief Human Resources Officer

AT:dn

Attachment (1)