SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: May 23, 2014

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

Subject: MAY POST AND BID FOR 2014-2015 SCHOOL YEAR

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

Due Date: June 9, 2014

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 31, 2014
                               through June 9, 2014.**

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 2014-2015 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 31, 2014 through June 9, 2014.

Eligibility to Bid

Bids from permanent, probationary, and Regional Occupational Program 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 6th 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 2014-2015 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. Select Staff (green tab); click on Technical Support & Resources; click PeopleSoft; click Read & Learn (on the old website); click Job aids'; under HR Self Service, click applying for Jobs on eRecruit. Please review the application directions carefully.

Post Procedures
1. Bids will be accepted from May 31, 2014 through June 9, 2014.
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 HRSD 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. HRSD 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 HRSD support staff:

Area 1, Special Education (Central Office)	Ann Cato acato@sandi.net (619) 725-8032
Area 2, Nursing, Counseling	Leticia Saldivar lsaldivar@sandi.net (619) 725-8107
Area 3	Nora Rodrigues nrodrigues@sandi.net (619) 725-7750
Areas 4 & 6	Penny Hempstead phempstead@sandi.net (619) 725-8105
Area 5	Ester Victorio evictorio@sandi.net (619) 725-8114
Central Office Departments- Instructions	Pamela Alves palves@sandi.net (619) 725-7752

APPROVED:

Timothy L. Asfazadour
Chief Human Resources Officer

TA: rl
Attachments (1)
Distribution: Lists A, D, E, and F

Using eRecruit to Apply for a Job

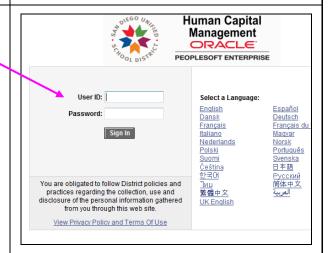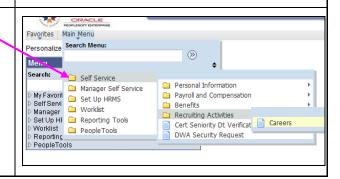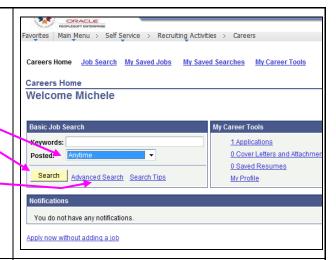|	
Step 1 Open your web browser and go to: **https://dwa.sandi.net/psp/hcm/?cmd=login**	

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.	