

**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 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 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](http://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 <a href="mailto:acato@sandi.net">acato@sandi.net</a> (619) 725-8032
Area 2, Nursing, Counseling	Leticia Saldivar <a href="mailto:lsaldivar@sandi.net">lsaldivar@sandi.net</a> (619) 725-8107
Area 3	Nora Rodrigues <a href="mailto:nrodrigues@sandi.net">nrodrigues@sandi.net</a> (619) 725-7750
Areas 4 & 6	Penny Hempstead <a href="mailto:phempstead@sandi.net">phempstead@sandi.net</a> (619) 725-8105
Area 5	Ester Victorio <a href="mailto:evictorio@sandi.net">evictorio@sandi.net</a> (619) 725-8114
Central Office Departments- Instructions	Pamela Alves <a href="mailto:palves@sandi.net">palves@sandi.net</a> (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



<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.                      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.</li> <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>Navigate to <b>Self Service</b>→<b>Recruiting Activities</b>→<b>Careers</b></p>	

#### 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.

Oracle  
PEOPLESOFT ENTERPRISE

Favorites | Main Menu > Self Service > Recruiting Activities > Careers

Careers Home | Job Search | My Saved Jobs | My Saved Searches | My Career Tools

Careers Home  
Welcome Michele

Basic Job Search

Keywords:

Posted: Anytime

Search | Advanced Search | Search Tips

My Career Tools

1 Applications  
0 Cover Letters and Attachments  
0 Saved Resumes  
My Profile

Notifications

You do not have any notifications.

[Apply now without adding a job](#)

#### Step 5 Search for Job

If you selected **Advanced Search**...

5.1 Enter your search criteria as follows:

- Make sure **Find Jobs Posting Within** is set to "**Anytime**"
- 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.
- 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

- 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>

Careers Home | Job Search | My Saved Jobs | My Saved Searches | My Career Tools

Job Search

Advanced Job Search

Search | Clear | Save Search | Basic Search | Search Tips

Enter Keywords:

Select Locations:

All Locations  
A.L.B.A. High School  
ALBA Corn Day Sch-Lnda Vst  
Adams Elementary  
Aicott Elementary

To select multiple locations hold down the Ctrl key (Command key for Macs) while clicking selections

Select Job Families:

All Job Families  
Building Services  
Clerical  
Construction/Maintenance/Rep  
Duplicating

Full Part Time:

Regular/Temporary:

Desired Pay:

Job Opening ID:

Recruiter:

Hiring Manager:

Find Jobs Posted Within: Last Month

Display Results Sorted By:

Search | Clear | Save Search | Basic Search | Search Tips

[Return to Previous Page](#)

**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 **Interession, 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.

PeopleSoft.  
Careers Home Job Search My Saved Jobs My Saved Searches My Career Tools

**Job Search**

Click icon to view Quick Search criteria

17 Results Found

Search Results

Select All Deselect All Save Jobs Apply Now First Previous Next Last

Select	Opened	Posting Title	ID #	Job Family	Location
<input type="checkbox"/>	07/08/2006	<a href="#">Regular Teacher</a>	104777	Teacher, Classroom	Garfield Elementary
<input type="checkbox"/>	07/01/2006	<a href="#">May/July - Resource Specialist</a>	104743	Teacher, Classroom	Kroc Middle School
<input type="checkbox"/>	07/01/2006	<a href="#">May/July - ILS</a>	104744	Teacher, Classroom	Kroc Middle School
<input type="checkbox"/>	07/01/2006	<a href="#">May/July - ILS</a>	104745	Teacher, Classroom	De Portola Middle School
<input type="checkbox"/>	07/01/2006	<a href="#">May/July - ED</a>	104746	Teacher, Classroom	De Portola Middle School
<input type="checkbox"/>	07/01/2006	<a href="#">May/July - English</a>	104747	Teacher, Classroom	De Portola Middle School
<input type="checkbox"/>	07/01/2006	<a href="#">May/July - Humanities</a>	104750	Teacher, Classroom	San Diego SCPA
<input type="checkbox"/>	07/01/2006	<a href="#">May/July - 3rd Span Immersion</a>	104751	Teacher, Classroom	Longfellow Elementary
<input type="checkbox"/>	07/01/2006	<a href="#">May/July - Math Teacher</a>	104752	Teacher, Classroom	Johnson Elementary
<input type="checkbox"/>	07/01/2006	<a href="#">May/July - ELA Resource Tchr.</a>	104753	Teacher, Non-Classroom	Bell Junior High

Select All Deselect All Save Jobs Apply Now Refer Friend

**Step 7**  
View Job Description.

7.1 The Job Description page opens.

7.2 Click **Apply Now**.

PeopleSoft.

Job Description

Job Title: May/July - Resource Specialist  
Job ID: 104743  
Location: Kroc Middle School  
Full/Part Time: Full-Time  
Regular/Temporary: Regular

Apply Now Refer Friend Return to Previous Page

**Credentials Required**  
Resource Specialist – RSP certification or eligibility, or Mid/Moderate or Moderate/Severe Credential required. CLAD or equivalent required, assignment includes English Language Learners. Must verify or be eligible to verify Elementary NCLB compliance upon entering the position.

**Grade Level**  
7-8

**How to Apply**  
Create an online resume through the Recruiting Activities > Create/Update Resume menu. After submitting your resume, attach the specific Job Requirements through the Recruiting Activities > Job Postings/Apply for Job menu. If you are selected for the Post & Bid transfer, you will be notified via email. You can also check your application status by clicking on the Application Status hyperlink on the Recruiting Activities Home Page. (Recruiting activities > Recruiting Activities Home)

**Other Information**  
2 positions. All bidders for this position must complete responses by 6/1 605 to three questions listed at: <http://www.surveymonkey.com/s.asp?ui=6228215683>. Co-teaching with general education teacher and/or Learning Center teaching. Must commit to the year 4 restructuring plan and all of its components. The plan is available through the schools. Must commit to identified teach strategies and curriculum. Willingness to commit to after school activities. Extensive monitoring of student achievement as determined by assessment data. Requires ongoing comprehensive staff development on a regular basis, including weekly work with general education teachers. Interview maps include demonstration lesson.

**School Type**  
Middle School

**Work Year**  
Traditional School Year

Apply Now Refer Friend Return to Previous Page

**Step 8**

8.1 Select **Apply Without Using a Resume** (the only option).

8.2 Click **Continue**.

Apply Now

Choose Resume

**Resume Options**

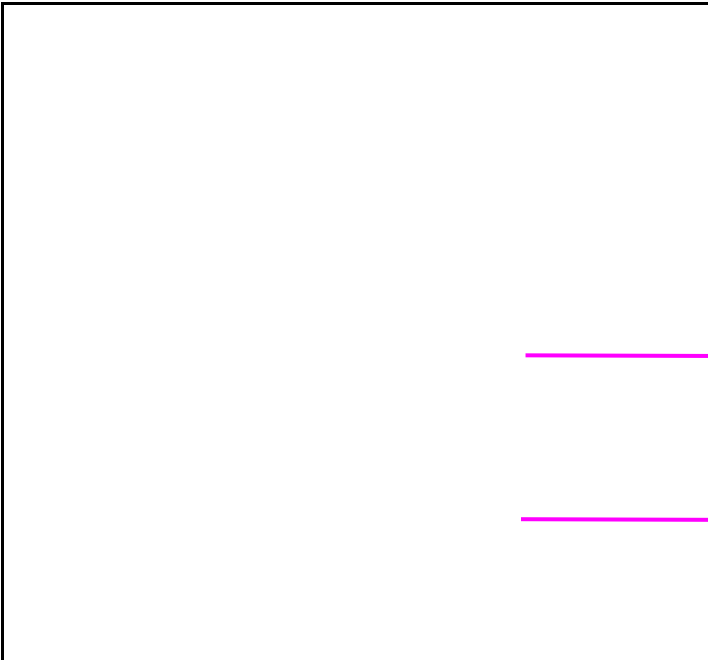
How would you like to proceed?

Apply without using a resume

Continue Return to Previous Page

**Step 9**  
Submit Application.

9.1 Click **Submit**.



PeopleSoft.

Apply Now

### Complete Application

You are applying for:

[May/July - Resource Specialist](#) [Remove](#)

[Add Another Job to Application](#)

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You have not added any resume to your application. [Use a Different Resume](#)

Payton Hall  
1234 Torrey Pines Dr  
San Diego, CA 92034

[Previous](#)
[Save](#)
[Submit](#)
[Close Application](#)
[Careers Home](#)
[Next](#)

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[Previous](#)
[Save](#)
[Submit](#)
[Close Application](#)
[Careers Home](#)
[Next](#)

**Step 10**  
**Confirm Application submission.**

10.1 Application has been submitted.

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[Careers Home](#) [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#)

### My Applications

You have successfully submitted your job application

My Applications

Display applications from:  [Refresh](#)

[First](#)
[Previous](#)
[Next](#)
[Last](#)

Application	Status	Application Date
<a href="#">SI/Regular Teacher</a>	Applied	07/09/2006 4:39PM
<a href="#">May/July - Resource Specialist</a>	Applied	07/13/2006 5:13PM
<a href="#">May/July - Resource Specialist</a>	Applied	07/13/2006 5:13PM
<a href="#">May/July - ILS</a>	Applied	07/13/2006 5:13PM
<a href="#">May/July - ILS</a>	Applied	07/13/2006 5:13PM

**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:*

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[Careers Home](#) [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#)

### My Career Tools

Payton Hall  
1234 Torrey Pines Dr  
San Diego, CA 92034

My Applications

Display applications from:  [Refresh](#)

[First](#)
[Previous](#)
[Next](#)
[Last](#)

Application	Status	Application Date
<a href="#">SI/Regular Teacher</a>	Applied	07/09/2006 4:39PM
<a href="#">May/July - Resource Specialist</a>	Applied	07/13/2006 5:13PM
<a href="#">May/July - Resource Specialist</a>	Applied	07/13/2006 5:13PM
<a href="#">May/July - ILS</a>	Applied	07/13/2006 5:13PM
<a href="#">May/July - ILS</a>	Applied	07/13/2006 5:13PM

**Resumes**

You do not have any saved resumes.

**Cover Letters and Attachments**

You have not added any attachments

[Add Attachment](#)

[Return to Previous Page](#)

- This page does not display the Job Opening ID. See step 6 for instructions on obtaining the ID number.
- 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.

