

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: November 14, 2014

To: Certificated Staff, Site Administrators, Division and Department Heads, San Diego Education Association Representatives

Subject: **NEW ELEMENTARY SCHOOL: FIRST POSTING**
2015-2016 SCHOOL YEAR (SALK ELEMENTARY)

Department and/or Persons Concerned: Certificated Staff

Due Date: November 24, 2014

Reference: Collective Negotiations Contract between the Board of Education, San Diego Unified School District and the San Diego Education Association, 2013-2014 (Article 12, Section 12.10.2)

Action Requested: Review explanation of transfer provisions in current contract and in this circular before submission of electronic bids. **Please print and post a copy of this circular.**

Brief Explanation:

The San Diego Unified School District is proud to announce the opening of Salk Elementary for the 2015-2016 school year. Salk Elementary School will open with classes for students in Kindergarten through 6th grade, and will be a “state-of-the-art” campus.

Certificated staff members are encouraged to review the post and submit bids for positions for which they meet the stated position requirements. This is an opportunity for enthusiastic and innovative candidates to be part of creating a new community of learners. In accordance with Article 12 of the Collective Negotiations Contract between the Board of Education, San Diego Unified School District (SDUSD) and the San Diego Education Association (SDEA), a list of expected vacancies for the new elementary school for the 2015-2016 school year will be made available on-line November 14, 2014 through November 24, 2014. The list of vacancies can be viewed using any computer system that can access the Internet. During the first post, up to twenty percent (20%) of the expected positions for the new elementary school will be posted. The district will select the unit members to fill the vacancies from all district applicants deemed qualified by the Human Resource Services Division (HRSD). (Refer to Article 12.10.2)

Eligible to Bid:

Bids from permanent and probationary 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 Teacher employees (except State Teacher Retirement System or Public Employment Retirement System retirees) may also bid. (Refer to Article 32, Sections 32.6) It is the staff member’s sole responsibility to ensure information on the on-line Transfer Application Form is complete and correct.

Calendar Changes:

All positions posted will commence on the start date for the 2015-2016 school year as determined by the school's calendar. The new elementary school (Salk) will be on a traditional year calendar.

How to Apply:

All bids for the 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.

Post and Bid Procedures:

1. **Bids will be accepted from November 14, 2014 through November 24, 2014.**
2. **Applicants must meet the minimum qualifications of credential(s) and 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. **Applicant must be CLAD (or equivalent) certified.**
5. **HRSD will determine applicants' qualifications.**
6. **Bids will not be accepted for this posting after the closing date of November 24, 2014.**
7. **Unit members have 48 hours from the initial offer to accept or decline the position by telephone and/or e-mail.**
8. **A unit member who accepts a bid for a position on this posting will not be eligible to bid again until the February 2016 posting period.**

Questions regarding staffing may be referred to Dao Nguyen at (619) 725-7248.

For technical assistance, please call (619) 725-8007 or (619) 725-8086.

APPROVED:



Timothy L. Asfazadour
Chief Human Resources Officer

TA:dn

Attachments (1)

Distribution: Lists A, D, E, and F

Using eRecruit to Apply for a Job



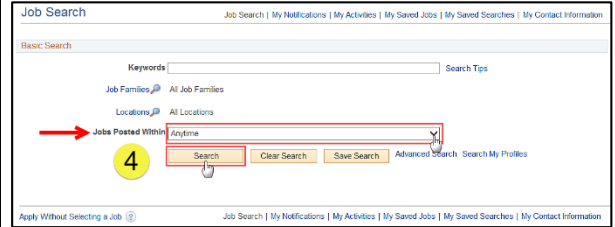
<p>Step 1</p> <p>Open your web browser and go to: https://dwa.sandi.net/psp/hcm/?cmd=login</p>	
<p>Step 2</p> <p>2.1 Login using your six-digit employee ID and your password.</p> <p>2.2 Click Sign In.</p> <p>If you need to change your password:</p> <ul style="list-style-type: none"> Go to https://dwa.sandi.net/passwd Follow the prompts on the screen to change your password. <p>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.</p> <ul style="list-style-type: none"> If you cannot change your password or if you do not remember your password, please call the Help Desk: 619-209-4357 (HELP). 	
<p>Step 3</p> <p>3.1 Navigate to the Careers page within the Self Service area. Click Main Menu > Self Service > Recruiting > Careers</p>	

Step 4 Search for Jobs

4.1 For a basic search of all available Job Openings, change **Jobs Posted Within** 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 see **Step 5**.



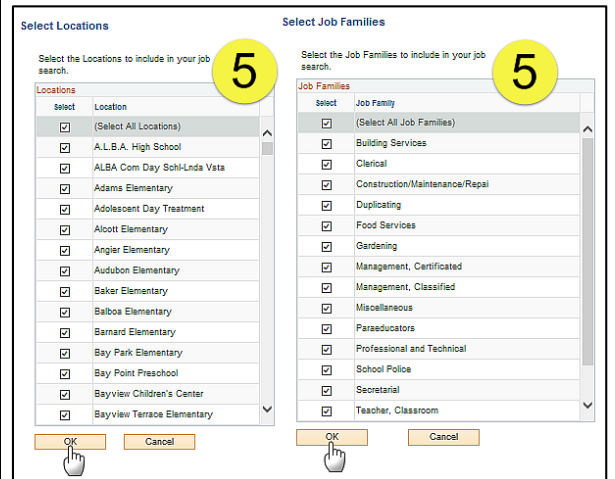
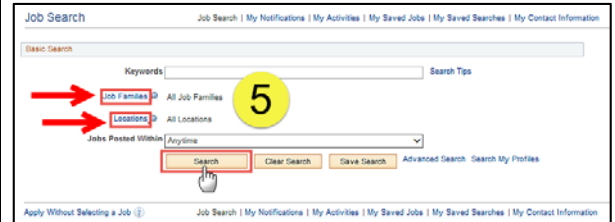
Step 5 Search for Jobs

5.1 Enter your search criteria as follows:

- Make sure **Jobs Posted Within** is set to "Anytime"
- Click the **Locations** link to see jobs at a particular school or group of schools. Uncheck the **(Select All Locations)** checkbox and click the school(s) you want in the list. Click **OK**.
- Click the **Job Families** link to see jobs in a particular Job Family. Uncheck the **(Select All Job Families)** checkbox and click the Job Families you want in the list. Click **OK**. (This is most useful during a summer school/intersession posting when both certificated and classified jobs are posted at the same time.)
- To **Enter Keywords**, search for whole words only, such as "English". (Partial word searches, such as "eng", are not supported.) The keywords search is not case sensitive. Keywords searches pertain only to the job title.

5.2 Click the **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, click "[Clearing Cache Files in IE](#)"



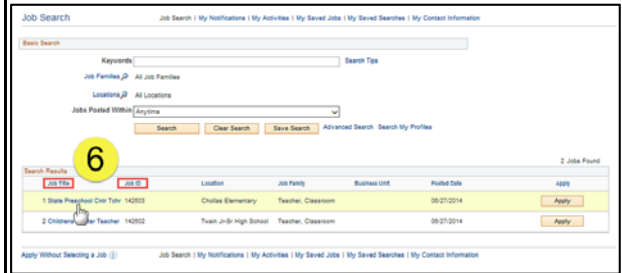
Step 6
View openings

6.1 A list of all jobs matching search criteria currently available for bidding will display.

Note: The Job 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.

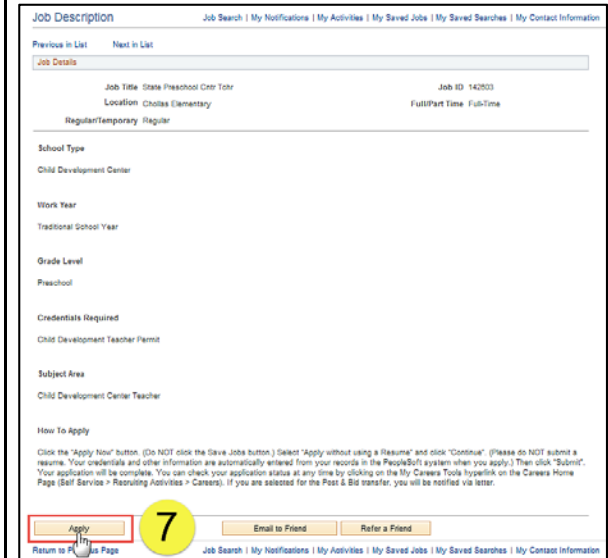
6.2 Click on **Job Title** link to view the job description.

Note: Applicants must view posting descriptions to verify qualifications and to make note of the **Job ID** number. The Job ID number is in the column next to Job Title. 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

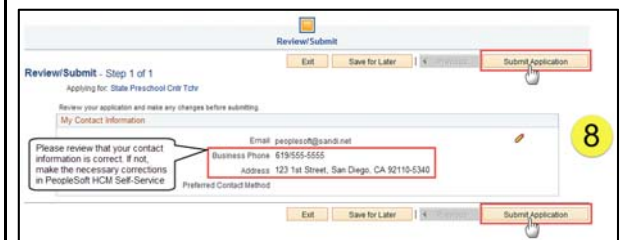
7.1 The Job Description page opens.
 7.2 Click **Apply**.



Step 8
Submit Application

8.1 On the Review/Submit page, verify that your contact information is correct, and click the **Submit Application** button. Your application will not be complete until you click the **Submit Application** button.

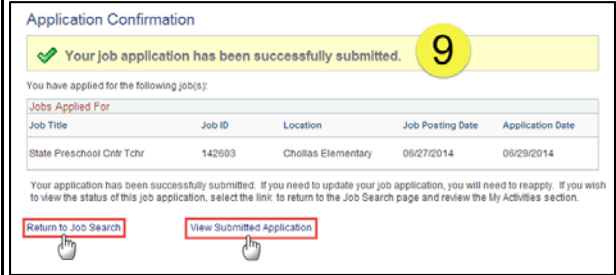
Note: If your contact information is not correct on the **Review/Submit** page, please go to **Self Service > Personal Information Summary**, and update your phone number and address. There is no need to update your email address as your business email address (sandi.net) is maintained by the district and any email contact from the district will go to your business email account.



**Step 9
Application Confirmation**

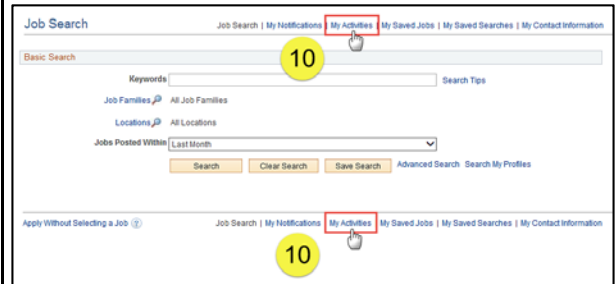
9.1 If you have a district email address you will receive confirmation that your job application has been successfully submitted. You can now click **Return to Job Search** or **View Submitted Application** link.

Note: If you are selected for the **Post & Bid** transfer, you will be notified via letter.



**Step 10
My Activities**

10.1 You can check your application status at any time by clicking the **My Activities** link on the **Careers** page. **Self Service > Recruiting > Careers**



**Step 11
View the list of jobs applied for**

11.1 **My Activities** pages shows the jobs you've applied for.

Job Title

Title of the position applied for

Job ID

ID number of the job applied for

Location

Location of the position applied for

Status

Submitted (or Not Submitted if the application was saved for later)

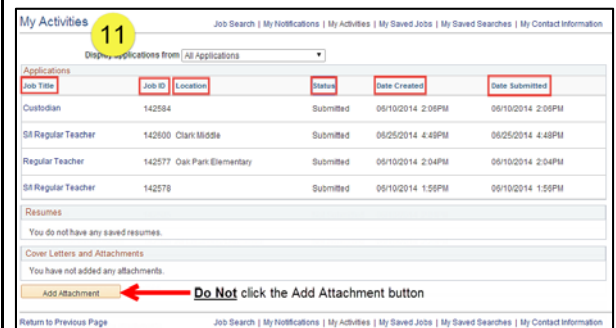
Date Created

Date you applied for the job

Date Submitted

Date application was submitted

Note: **Do Not** click the **Add Attachment** button. **Resumes are NOT ACCEPTED.**



Step 12

12.1 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.

Navigate to: Self Service > Recruiting > Careers

