

ADMINISTRATIVE CIRCULAR NO. 25

Office of the Superintendent

SAN DIEGO CITY SCHOOLS

Date: September 19, 2005

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

Subject: SPECIAL POST – EXTENDED DAY PROGRAMS
2005-2006

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

Due Date: October 27, 2005

Reference: Agreement between the San Diego Education Association (SDEA) and the San Diego Unified School District

Brief Explanation:

All schools offering Extended Day Programs must determine if there is sufficient staff interest. The following procedures must be used to fill Extended Day Program assignments (Extended Day Reading Program, Extended Day Math Program, Core Course Credit Make-up, California High School Exit Exam).

- A. Sites able to fill assignments with “On-Site” teachers.
1. If there is sufficient staff interest in the extended day assignments, principals shall use the following priority to select teachers:
 - a. Permanent teachers
 - b. Probationary teachers
 2. The site administrator selects teachers to staff the extended day program from the list in priority order listed above.
 3. The site administrator submits the names of teachers selected for the extended day assignments. The Extended Learning Opportunities (ELO) Department will electronically transmit the 2005-2006 Certificated Assignment sheet to all site administrators. The Certificated Assignment sheet must be completed by the principal and signed by the SDEA Site Representative. Completed Certificated Assignment sheets should be mailed or faxed to the ELO Department.
- B. Sites unable to fill assignments with “On-Site” teachers.
1. If not enough staff from the sites express interest to fill extended day assignments, the assignments shall be posted, using this special post.
 2. The site administrator selects teachers from the special post in the following priority order:
 - a. Permanent teachers
 - b. Probationary teachers (including interns)
 - c. Visiting teachers (including retired teachers)

If a unit member who has been selected for the extended day assignment drops the assignment for any reason, the same priority list must be used to select a replacement.

SKILLS/QUALIFICATIONS

Training, knowledge and experience in the use of the District Literacy Framework, Mathematics, and Core Course subject areas is preferred for the Extended Day Program.

HOW TO APPLY

All bids for the Special Post will be made via the new 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 and can also be found on* the San Diego City Schools Human Resource Services Division website at www.sandi.net, select Employment and look under Hot Topics. Or you can access the page directly by typing http://www.sandi.net/personnel/erecruit/Apply_on_erecruit.pdf in your web browser. Please review the application directions carefully.

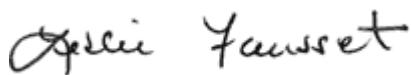
POST PROCEDURES

Bids can only be accepted if all of the following requirements are met:

1. Bids will be accepted October 17, 2005, through October 27, 2005.
2. Bidders must meet the minimum qualifications of credential(s) and status. 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. HRSD will determine applicants' qualifications.

Ruth G. Peshkoff
Chief Human Resources Officer

APPROVED:



Leslie Fausset
Interim Superintendent

RGP:sch

Attachment

Distribution: Lists A, C, D, E, F, H, and S

Using eRecruit to Apply for a Job



Step 1

Open your web browser and go to:
<https://dwa.sandi.net>

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.

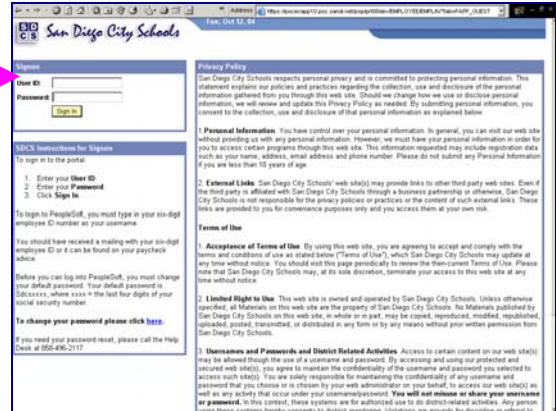
Your User ID will be your six-digit Employee ID, as found on your paycheck.

Your default Password will be Sdcsmnnn

(nnnn=the last four digits of your SSN).

Example: Your SSN is 546-66-3463. Your default password will be Sdc3463.

- If you cannot change your password or if you do not remember your password, please call the Help Desk: 619-725-7500.



Step 3

Click the **Human Resources 8.8** link.



Step 4

Click the **Recruiting Activities Home** link.



Step 5

Click the **View Job Postings** link.



Recruiting Activities Home

Applications
Find a posting, view job requirements for other positions, perform a job search, or apply for another internal position.

- [View Job Postings](#)
- [Job Requirements](#)
- [Create/Update Resume](#)
- [Job Search Agent](#)
- [Job Search Agent Results](#)
- [Additional Attachments](#)

Go To: [Employee Home](#)

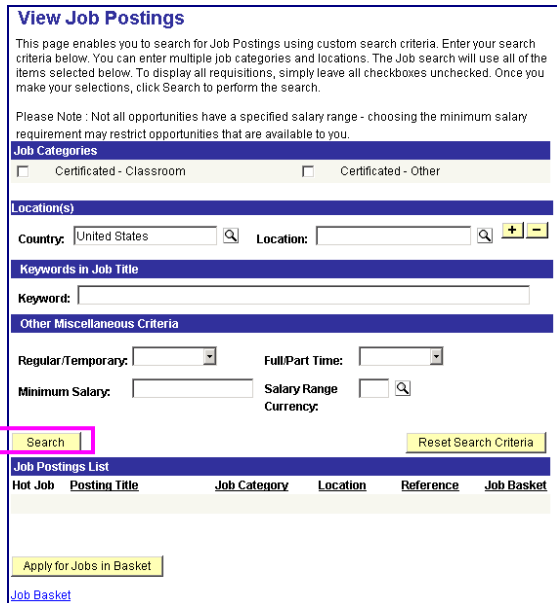
Step 6

View openings.

6.1 Click **Search**.

A list of all jobs currently available for bidding will display.

Note: The Posting Title will indicate whether the job is for Intersession, Summer School, or Post and Bid.



View Job Postings

This page enables you to search for Job Postings using custom search criteria. Enter your search criteria below. You can enter multiple job categories and locations. The Job search will use all of the items selected below. To display all requisitions, simply leave all checkboxes unchecked. Once you make your selections, click Search to perform the search.

Please Note : Not all opportunities have a specified salary range - choosing the minimum salary requirement may restrict opportunities that are available to you.

Job Categories

Certificated - Classroom Certificated - Other

Location(s)

Country: Location:

Keywords in Job Title

Keyword:

Other Miscellaneous Criteria

Regular/Temporary: Full/Part Time:

Minimum Salary: Salary Range: Currency:

Job Postings List

Hot Job	Posting Title	Job Category	Location	Reference	Job Basket
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[Job Basket](#)

Step 7
Apply for jobs.

7.1 Click the hyperlink under **Posting Title** to display the full job posting.

Note: The Posting Title will indicate whether the job is for **Intersession, Summer School, or 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.

7.2 Select the **Job Basket** checkbox for all jobs you wish to apply for.

Note: Since recruitment periods for Intersession, Summer School, and Post and Bid may overlap, be very careful in making your selections.

7.3 Click the **Apply for Jobs in Basket** pushbutton.

We’re almost there! We just need to confirm some information about you...

View Job Postings

This page enables you to search for Job Postings using custom search criteria. Enter your search criteria below. You can enter multiple job categories and locations. The Job search will use all of the items selected below. To display all requisitions, simply leave all checkboxes unchecked. Once you make your selections, click Search to perform the search.

Please Note: Not all opportunities have a specified salary range - choosing the minimum salary requirement may restrict opportunities that are available to you.

Job Categories

Building Services Clerical Construction/Maintenance/Repair Duplicating
 Food Services Gardening Management, Certificated Management, Classified
 Miscellaneous Paraeducators Professional and Technical School Police
 Secretarial Teacher, Classroom Teacher, Non-Classroom Warehousing/Transportation

Location(s)

Country: United States Location: Audubon Elementary

Keywords in Job Title

Keyword: Summer

Other Miscellaneous Criteria

Regular/Temporary: Full Part Time:
 Minimum Salary: Salary Range: Currency:

Search Reset Search Criteria

Hot Job	Posting Title	Job Category	Location	Reference	Job Basket
	Summer/Intersession Math Tch	Teacher, Classroom	Audubon Elementary	290172	<input checked="" type="checkbox"/>

Apply for Jobs in Basket
 Job Basket

Step 8
Provide contact information.

IMPORTANT: Although this portion of the process is called “online resume”, **DO NOT SUBMIT OR ATTACH A RESUME!**

8.1 Click the radio button for “**I am not providing a resume.**”

8.2 Select Resume Language as **English.**

8.3 Click Next.

Apply for Job

1-2-3-4

Your Online Resume

Send your resume by completing the following pages. Move between the pages by clicking the Next and Previous buttons at the bottom of each page. Alternatively click the circled numbers above to return to completed pages.

Remember, the more information you give the easier it is for our recruitment specialists to match your skills, experience and fields of interest with our current job opportunities.

If you have an existing resume you can include it by selecting one of the following options.

Attach Resume File Paste Resume Text I am not providing a resume

Resume Language: English

Next

Step 9
Confirm contact details.

9.1 Your contact details should default into the fields. Make sure an **email address** is included and is correct. Edit any details that are incorrect and click the **Refresh Name** pushbutton.

9.2 Click Next.

Apply for Job

1-2-3-4

Contact Details

Enter your name, address, telephone number and e-mail address. The information you enter on this page may be used to contact you regarding the jobs you have applied for.

Name Format: United States Change Country Refresh Name

Name

Prefix:
 First: Toren Middle: James
 Last: Allen Suffix:
 Name: Allen,Toren

Address: Edit Address

Telephone: Country Code: Phone Type: Home
 Email Address: Email Type: Home

Previous Next

* Required Field

Step 10

Confirm Current and Prior Employment details.

- 10.1 **Edit, Delete,** or **Add** your **CURRENT** Employer (which means your work location).
- 10.2 For first time applicants using eRecruit, click **Add** to add an Employer.
- 10.3 Change the **Start Date** field with the approximate date you started at your current location. This does not have to be exact, as we pull the seniority information from your personnel record.
- 10.4 Complete the **Employer** field with your current work location (i.e., Adams Elementary).
- 10.5 **Country** will default as United States.
- 10.6 Click **OK**.
- 10.7 Click **Next**.

Apply for Job
1 2 3 4

Current and Prior Employment

This page shows a summary of your employment history. To add employment information to the summary, click the Add button below. To change information for period of employment, click the Edit button next to the name of the employer. To delete employment information from the summary, click the Delete button next to the Edit button.

Start Date	End Date	Employer	Edit	Delete
08/30/2004		Adams Elementary	Edit	Delete

Add

Previous Next

PeopleSoft

Apply for Job
1 2 3 4

Employment Details

Start Date: 08/30/2004 (Required) (Date) (12/31/2000)
End Date: (Optional) (12/31/2000)
Employer: (Adams Elementary) (Required)
Title: (Required)
Country: (United States) (Required)
City: (Required)
State: (Required)
Telephone: (Optional)
Comments: (Optional)

OK

* Required Field

Apply for Job
1 2 3 4

Current and Prior Employment

This page shows a summary of your employment history. To add employment information to the summary, click the Add button below. To change information for period of employment, click the Edit button next to the name of the employer. To delete employment information from the summary, click the Delete button next to the Edit button.

Start Date	End Date	Employer	Edit	Delete
08/30/2004		Adams Elementary	Edit	Delete

Add

Previous **Next**

Step 11

Submit your resume.

IMPORTANT: Although this portion of the process is called “online resume”, remember, you are not actually submitting a resume; you are submitting your online application.

- 11.1 Click **Submit**.
An email will be generated after submission to notify you that your “resume” (your online application) has been received.
- 11.2 Click **OK**.

Apply for Job
1 2 3 4

Submit Resume

If you wish to review your information use the previous and next links, or click the step numbers above, to navigate through the pages. When you have checked your information click the Submit button below to send us your resume.

Certain parts of your resume can be updated after submission, such as your email address, but the rest cannot be changed because the information in your resume may be used in the candidate selection process and as such will be assumed to be a snapshot of your position at the time of submission. If your resume information changes significantly in the future, and you wish to apply for more jobs, you will be required to submit a new resume.

You will be notified by e-mail when we have received the resume.

The company is not responsible for the verification of data provided and shall not be liable for any errors, factual, transcription or otherwise, contained in the information posted.

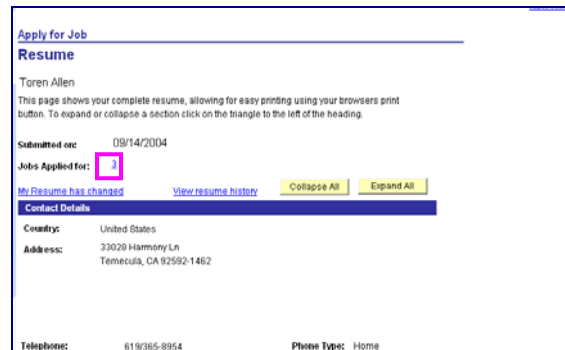
Submit

Previous

Step 12

View the number of jobs applied for.

- 12.1 Click the **Jobs Applied for** number to view the jobs you've applied for.



Step 13

You can track the status of your applications on the **View Applicant Status** page.

- 13.1 Log in and navigate to: Employee Self Service → Recruiting Activities → Recruiting Activities Home → Application Status



- 13.2 The **View Application Status** will display. You will be able to see what your application status is throughout the process.

Examples of statuses you may see include:

020-Applied

Confirms that you have applied for the job posting

050-Routed

Your application has been routed to Manager/Principal for consideration

078-Hire Decided

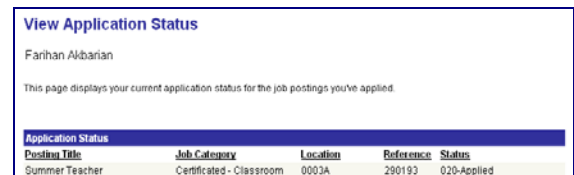
Manager/Principal has selected you for job

090-Hired

All processes complete both at hiring location/school site and HR. You have been hired into the position

110-Rejected

You were not selected for the job posting



Step 14

After completing the application process, make sure to sign out by clicking the **Sign out** link.

Congratulations...you have successfully applied for a job on eRecruit!

Log back in whenever you would like to check the status of the job postings you have applied for.

