

**ADMINISTRATIVE CIRCULAR NO. 42**  
Office of the Superintendent

**SAN DIEGO CITY SCHOOLS**

**Date:** October 27, 2005

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

**Subject:** NEW HIGH SCHOOL: FIRST POSTING 2006-2007 SCHOOL YEAR (Lincoln 1 and Lincoln 2)

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

**Due Date:** October 31, 2005

**Reference:** Collective Negotiations Contract, 2003-2006 (Article 12, Section 12.1.1; Article 12, Section 12.2.2)

**Action Requested:** Complete and return Certificated Staffing Post and Bid Vacancy List

**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 expected vacancies for the new high school for the 2006-2007 school year will be made available on-line. The list of vacancies can be view using any computer system that can access the World Wide Web. During the first post, up to twenty percent (20%) of the expected positions for the new high school will be posted. The district will select the unit members to fill the vacancy from all district applicants deemed qualified by the Human Resource Services Division (HRSD). (Refer to Article 12.10.2)

**POSITIONS TO BE POSTED**

Principals are encouraged to post any vacant positions resulting from anticipated growth needs, replacement of unit members, and those positions currently held by temporary emergency, leave replacement and restricted status contracted staff. Complete and return Attachment 1 no later than October 31, 2005.

**In the event that the SDEA representative is unavailable to sign the form of positions to be posted, the administrator shall forward a copy of the postings to the Association at the same time that the posting are forwarded to HRSD. (Refer to Article 12.2.3)**

**ELIGIBLE TO BID**

Bids from permanent, probationary, and Regional Occupational Program restricted contracted staff of the San Diego Unified School District who meet the stated position requirements will be given first opportunity for transfer. Leave Replacement and visiting teachers (except State Teacher Retirement System or Public Employment Retirement System retirees) may also bid. (Article 33, Sections 33.6)

Per Article 12.2.7, bidders may refuse to accept a bid-upon position at the time of the offer or within 48 hours or other mutually agreed-upon period of time following the offer. Unit members may accept or decline the position by telephone and /or email. Schools will notify applicant(s) of the results of the site selection process. It is recommended, and considered best Human Resources practice, for sites to interview all candidates whose names are received from Human Resources or to waive all interviews entirely.

#### STAFFING CHANGES

Please notify Sandra Huevo, lead certificated staffing administrator in HRSD of your selected Post and Bid recipient(s) by submitting a Personnel Action Request (PAR) indicating the appropriate budget(s) and assignment description (grade/subject). Sites will report all selections within thirty (30) calendar days of receipt of names from Human Resources. If a selection is not made within the time frame, Human Resources will assign based on seniority.

Questions regarding staffing may be referred to Darin Noyes at (619) 725-8019.

Ruth G. Peshkoff  
Chief Human Resources Officer

APPROVED:



Carl A. Cohn  
Superintendent of Schools

CAC:drn

Attachment

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

SAN DIEGO CITY SCHOOLS  
Human Resource Services Division

NEW SCHOOL - FIRST POSTING  
LINCOLN 1 AND LINCOLN 2  
2006-2007 SCHOOL YEAR  
SECONDARY POSITION VACANCIES

Location	Subject Areas	Major Field	Minor Field	Special Assignment Responsibilities

\_\_\_\_\_  
Signature - Principal

\_\_\_\_\_  
School/Department

\_\_\_\_\_  
Signature - Site Association Representative

\_\_\_\_\_  
Date

SAMPLE SECONDARY POST AND BID				
Location	Subject Areas	Major Field	Minor Field	Special Assignment Responsibilities
X High School	Math, cluster/seminar	Math		GATE cred. Required; assign. includes all levels of senior high math.
	English/ESL	English		CLAD or equiv. required.
	Physical Science/Math	Physical Sci.	Math	Assign. Includes working in an IDT.

**RETURN TO:**

Secondary Staffing Administrator  
Sandra Huevo  
Eugene Brucker Education Center, Room 1241  
Fax No. (619) 296-7522

**DUE DATE: October 31, 2005**