

ADMINISTRATIVE CIRCULAR NO. 77
Office of the Superintendent

SAN DIEGO CITY SCHOOLS

Date: February 23, 2006

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

Subject: NEW ELEMENTARY SCHOOL: FIRST AND SECOND POSTING 2006-2007 SCHOOL YEAR – GOLDEN HILL AND NORMAL HEIGHTS

Department and/or Persons Concerned: School Principals, Division and Department Heads, Child Development Center Administrators

Due Date: March 1, 2006

Reference: Collective Negotiations Contract, 2003-2006 (Article 12, Section 12.1.0; Article 33, Section 33.6)

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 elementary schools for the 2006-2007 school year will be made available on-line via eRecruit. The list of vacancies can be viewed using any computer system that can access the World Wide Web. **The Human Resource Services Division (HRSD) will determine applicants' qualifications.**

POSITIONS TO BE POSTED

New elementary school principals are encouraged to post any vacant positions. Complete and return Attachment 1 no later than March 1, 2006.

In the event that the SDEA representative is unavailable to sign the form of positions to be posted, the administrator shall fax a copy (to the number listed) of the postings to the San Diego Education Association at the same time that the postings 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, Section 33.6).

STAFFING CHANGES

Please notify your assigned Certificated Staffing Administrator in the Human Resource Services Division of your selected Post and Bid recipient(s) by submitting a Personnel Action Request (PAR) indicating the appropriate budget(s), assignment description (grade/subject) and authorization.

HOW TO APPLY

All bids for the post and bid 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 can be found on the San Diego City Schools Human Resource Services Division website at www.sandi.net, select Employment and look under Hot Topics. Please review the application directions carefully. On-line applications submitted on or before the deadline will be used to determine staffing eligibility for 2006-2007 school year.

POST PROCEDURES

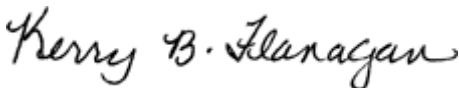
Bids can only be accepted if all of the following requirements are met:

1. Bids will be accepted March 20, 2006, through March 29, 2006.
2. Unit members have 48 hours from the initial offer to accept or decline the position by telephone and/or email.
3. 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.
4. HRSD will determine applicants' qualifications.

Questions regarding staffing may be referred to Tim Asfazadour, Certificated Staffing Administrator at (619) 725-8012.

Ruth G. Peshkoff
Chief Human Resources Officer

APPROVED:



Kerry Flanagan
Chief of Staff

KF:cv

Attachments (1)

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

SAN DIEGO CITY SCHOOLS
Human Resource Services Division

NEW ELEMENTARY SCHOOL WORKSHEET
2006-2007 SCHOOL YEAR
ELEMENTARY POSITION VACANCIES

All positions will be posted as requiring Crosscultural, Language Academic Development (CLAD) or equivalent certification and No Child Left Behind (NCLB) Compliance for the position. Regular education classes in grade 6 must meet compliance using elementary criteria. For special education assignments, compliance will be as follows: K-8 Special Education (Mild/Moderate and Moderate/Severe) will use elementary criteria.

GRADE LEVEL	SPECIAL ASSIGNMENT RESPONSIBILITIES

Signature-Principal

School/Department

Signature-Site Association Representative
(If not available, fax to SDEA at 619-282-7659)

Date

RETURN TO:

Elementary Staffing Administrator

- Tim Asfazadour
- Beth Gallagher

Eugene Brucker Education Center, Room 1241
Fax No. (619) 296-7522

DUE DATE: March 1, 2006