

**SAN DIEGO CITY SCHOOLS**

**Date:** March 16, 2006

**To:** Principals, Division and Department Heads

**Subject:** 2006 SUMMER SCHOOL – CLASSIFIED SUPPORT STAFF

**Department and/or  
Persons concerned:** Principals, Division and Department Heads

**Due Date:** Friday, April 14, 2006

**Reference:** Office-Technical and Business Services (OTBS) and Paraeducators (PARA) Collective Bargaining Agreement

**Action requested:** Post information and make applications available to all OTBS and PARA bargaining unit members.

**Brief Explanation:**

The Classified Summer School Employment Application and additional general information is being sent to your sites. This information must be placed in the school office where it is available to all employees in the OTBS and PARA bargaining units who wish to apply for summer school employment. **Any employee who receives a summer school assignment will be compensated at the rate of pay for the position to which he/she is assigned.**

Applications will also be accepted from supervisory employees (i.e. Supervising Administrative Assistant I), who wish to apply.

**The hard copy application deadline is Friday, April 14, 2006. Note: Only the red original scantron sheet application sent to the sites, and received in the Human Resource Services Division before the deadline, will be considered for employment. Do not download copies of the application and submit, as they will not be accepted.**

Extended Learning Opportunities (ELO) Department will provide all summer school sites with an allocation to provide office support for the summer school program. Schools that have 300 or more students will also be given an allocation for supervision support.

Duties and responsibilities for office support staff for the summer school program may include, but are not limited to:

- Reporting hours worked on PeopleSoft Time and Labor for certificated and classified summer school staff.
- Maintaining the Zangle summer school student database.
- Printing, distributing, completing, and/or submitting Zangle Attendance Reports.
- For secondary schools: Mark Reporting on Zangle.
- Office and telephone coverage during summer school hours.

It is imperative that any ten- (10-) month or eleven- (11-) month employee who wishes to work summer school submits an application.

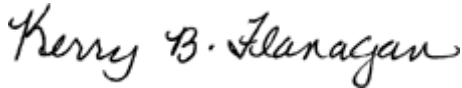
- Any eleven- (11-) month staff at a high school who wishes to work summer school beyond the end of their eleven- (11-) month calendar (from July 27 – August 4) must apply.
- Eleven (11) month staff at elementary or middle schools do not need to apply as the summer school dates fall within their eleven (11) month calendar.

Applications to work summer school will also be accepted for those employees who wish to be considered for work either at their own site or at other sites as Special Education Assistants, Instructional Behavioral Technicians, Special Education Technicians, Special Needs Assistants, Behavior Support Assistants, and Behavior Support Specialists.

It is extremely important that a designee at the school site review all applications prior to mailing to ensure they are filled out completely and correctly. Please contact Grace Gutierrez at (619) 725-8114, or by e-mail to [ggutierrez@sandi.net](mailto:ggutierrez@sandi.net), if there are further questions.

Ruth G. Peshkoff  
Chief Human Resources Officer

APPROVED:




Kerry Flanagan  
Chief of Staff

RGP:gg

Attachment

Distribution: Lists B, L, and Special List

GENERAL PURPOSE—20		 SAN DIEGO CITY SCHOOLS		NAME										LAST NAME FIRST																						
SOCIAL SECURITY NUMBER																	SMITH										ROBERT									
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USE NUMBER TWO PENCIL ONLY NO BALL POINT OR FELT TIP PENS

RETURN TO EUGENE BRUCKER EDUCATION CENTER, ROOM 1241  
APPLICATION DEADLINE April 14, 2006

San Diego City Schools  
Human Resource Services Division  
2006 Summer School Application

Directions: Read carefully. Use a No. 2 pencil only; no ballpoint or felt tip pen. Be careful to mark in designated spaces or bubbles only. Do not staple. No stray marks. **LATE APPLICATIONS WILL BE ACCEPTED BUT WILL NOT BE PROCESSED FOR STAFFING UNLESS THERE ARE MORE VACANCIES THAN THE NUMBER OF APPLICATIONS THAT WERE RECEIVED.**

**PeopleSoft Employee ID number:** Enter your PeopleSoft employee ID number at the top left of the page beginning in box 1 and completely fill in the corresponding bubbles. Leave no blanks or hyphens between numbers (i.e. 123456). **DO NOT LIST YOUR SOCIAL SECURITY NUMBER.**

**Name:** Enter the letters of your name, last name first, in the column on the top right. Leave a blank space between your last and first name (i.e. Adams space Robert). Completely fill in the corresponding lettered bubbles. Please don't use nicknames or commas. If you run out of space, don't worry, we can identify you by your Employee Identification number.

**Numbered Bubbles:** (See attached sample) **DO NOT PUT ANY MARKS IN BUBBLES TWO (2) THROUGH FIVE (5) ACROSS.**

**FOR PARAEDUCATORS ONLY**

- Bilingual Spanish:** Bubble the first bubble on line 1 if you are fluent in Spanish.
- Special Education Assistant:** Bubble the first bubble on line 2 if you currently work as an SEA.
- Special Needs Assistant:** Bubble the first bubble on line 3 if you currently work as an SNA.
- Special Education Technician:** Bubble the first bubble on line 4 if you currently work as an SET.
- Instructional Behavior Technician:** Bubble the first bubble on line 5 if you currently work as an IBT.
- Behavior Support Assistant:** Bubble the first bubble on line 6 if you currently work as a BSA.
- Behavior Support Specialist:** Bubble the first bubble on line 7 if you currently work as a BSS.

**FOR OTBS ONLY**

**DO NOT PUT ANY MARKS IN BUBBLES ONE (1) THROUGH SEVEN (7)**

- Secretarial/Clerical/Bilingual Spanish:** Bubble the first bubble on line 8 if you are fluent in Spanish.
- Secretarial/Site Technician/Clerical Support:** Bubble the first bubble on line 9 if you have demonstrated ability using Zangle at the elementary level.
- Secretarial/Site Technician/Clerical Support:** Bubble the first bubble on line 10 if you have demonstrated ability using Zangle at the secondary level.

**SIGNATURE:** Please sign this application; include your home number, cell phone number and the name of the site where you currently work.

**EMPLOYEES HAVE THE SOLE RESPONSIBILITY TO CORRECTLY COMPLETE THE SCANTRON SHEET. INCORRECT OR INCOMPLETE SCANTRON SHEETS CANNOT BE READ BY THE COMPUTER AND WILL BE REJECTED.**

I understand that submission of an application is not an offer, or an assignment, for employment.

*Robert Smith*  
Applicant's Signature  
*Adams Glenn (0003)*  
Current Work Location

*619 312-3456*  
Home Phone with Area Code  
*858 123-4547*  
Cell Phone with Area Code

RETURN TO EUGENE BRUCKER EDUCATION CENTER, ROOM 1241,  
ATTENTION: GRACE GUTIERREZ

1	Y	N			
2	Y	N			
3	Y	N			
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17	Y	N			
18	Y	N			
19	Y	N			
20	Y	N			

**SUMMER SCHOOL DATES:**

Elementary and Middle Level: June 26 – July 21, 2006 (except July 4<sup>th</sup>)

Middle: June 26 – July 21, 2006 (except July 4<sup>th</sup>)

Senior High 1<sup>st</sup> Session: June 23 – July 14, 2006 (except July 4<sup>th</sup>)

Senior High 2<sup>nd</sup> Session: July 17 – August 4, 2006

**\*Garfield and Twain High Schools: June 23 – July 21, 2006 (except July 4<sup>th</sup>)**

**SCHOOL START AND END TIMES:**

All open sites will begin at their 2005-2006 bell times.

**PARAEDUCATOR ELIGIBILITY:**

An eligibility list shall be formed and positions staffed such that the number of position openings are filled by the same number of eligible unit members, positions will be first offered to qualified applicants who are regularly assigned to the site hosting summer school. All applicants will be screened according to eligibility requirements set forth in the Paraeducators collective negotiations contract. Eligibility for selection to summer school positions shall be based on the following criteria:

1. Classification Seniority.
2. Applicant's most recent evaluation rating of "Satisfactory."
3. Applicants currently assigned to the specific program, subject area and/or grade level as verified by the Human Resource Services Division.
4. Applicants must make themselves available for the entire summer school session unless the unit member and the supervisor agree to a modification.

**OTBS ELIGIBILITY:**

1. Applicants must be regularly employed by the District in a monthly assignment of eleven (11) months or less. Applicants must have an overall "satisfactory" rating on his/her most recent performance evaluation.
2. Applicants must meet the qualifications for the position to which the appointment is to be made, including demonstrated ability to use the District's Student Information System (SIS) for secretarial assignments at the elementary (except in special education programs where Student Information System Site Technician is provided) and to use the District's school administrative student information system for SIS Technician assignments at the secondary level.
3. Applicants must make themselves available for the entire summer school session unless mutually agreed otherwise.

**OTBS ELIGIBILITY LIST:**

Separate eligibility lists shall be formed for secondary and elementary summer school assignments; however, qualified applicants may be selected from either list.

- A. Summer school principals or in their absence, the Human Resource Service Division, will normally give first opportunity to qualified applicants who are regularly assigned to the site hosting the summer school.
- B. For remaining summer school assignments eligibility lists of qualified applicants, in order of district seniority, will be used. The number of applicants on the eligibility lists shall equal the number of positions available plus twenty (20) for summer school. Summer school principals or, in their absence, the Human Resource Services Division will select from among the applicants on the eligibility lists.

**Frequently asked questions:**

Q: What is the salary for those hired to work summer school?

A: **Any employee who wishes to work summer school will be compensated at the rate of pay for the position they are assigned to.**

Q: When will I be notified if hired for summer school?

A: Notification/confirmation of employment will be verbally from Human Resources as assignments are made. Staffing continues through the first week of summer school. **All offers of employment are tentative due to the fact that some classes may close because of low enrollment.**