

ADMINISTRATIVE CIRCULAR NO. 106

Office of the Superintendent

SAN DIEGO CITY SCHOOLS

Date: April 25, 2006

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

Subject: COMBINED MAY/JULY POST AND BID 2006 – 2007 SCHOOL YEAR

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

Due Date: May 9, 2006

Reference: Collective Negotiations Contract, 2003-2006
(Article 12, Section 12.2; Article 33, Section 33.6)

Action Requested: Complete and return Certificated Staffing Post and Bid Vacancy List
Please read carefully as this circular contains new information from previous years.

Brief Explanation:

The San Diego Unified School District and the San Diego Education Association (SDEA) have mutually agreed to a waiver of Article 12, Section 12.2 Post and Bid to combine the May and July Post. Therefore, the posting period is scheduled to open June 5, 2006, and close on June 14, 2006. As agreed in the waiver, all selections will be made prior to July 29, 2006, and failure to select will result in the position being awarded to the eligible qualified bidder with the greatest district seniority. A list of expected vacancies 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 to the Internet.

The Human Resource Services Division (HRSD) will determine applicants' qualifications. **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. When a selection has been made and accepted, site administrators are responsible for informing all bidders by telephone and/or e-mail, whose names were sent to the site, of the selection results.**

POSITIONS TO BE POSTED

Complete and return the Combined May & July Post and Bid form (Attachment 1 for Elementary, Attachment 2 for Middle School and Attachment 3 for High School) indicating all vacant positions and those positions held by temporary employees no later than May 9, 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.

POST PROCEDURES

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

1. Bids will be accepted June 5, 2006 through June 14, 2006.
2. Bidders must meet the minimum qualifications of credential(s), No Child Left Behind requirements and status. Other special assignment responsibilities may be stated on the position vacancy list. The required credential must be registered with the San Diego County Office of Education before the close of the posting period.
3. HRSD will determine applicants' qualifications.
4. 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.
5. A unit member who accepts a bid position in this posting period will not be eligible to bid again until the February 2007 posting period.

Questions regarding this circular or staffing certificated intersession may be directed to:

Elementary Sites:

Sonja Elston (619) 725-8012
Darin Noyes (619) 725-8019

Middle / Secondary Sites:

Lisa Ruiz (619) 725-8050
Connie Velazquez (619) 725-8049
Eileen Sandifer (619)725-8015

Ruth G. Peshkoff
Chief Human Resources Officer

APPROVED:



Kerry Flanagan
Chief of Staff

KF:cv

Attachments (3)

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

SAN DIEGO CITY SCHOOLS
Human Resource Services Division

COMBINED MAY/JULY POST AND BID 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: May 9, 2006

SAN DIEGO CITY SCHOOLS
Human Resource Services Division

COMBINED MAY/JULY POST AND BID WORKSHEET
2006-2007 SCHOOL YEAR

MIDDLE SCHOOL/ALTERNATIVE SCHOOLS 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. Middle Schools will need to designate if NCLB compliance will be required using elementary or secondary criteria. Regular education classes in grade 6 must meet compliance using elementary criteria and grades 7 through 12 must meet compliance using secondary criteria. For special education assignments, compliance will be as follows: K-8 Special Education (Mild/Moderate and Moderate/Severe) will use elementary criteria and 9-12 Special Education Mild/Moderate classes must meet NCLB compliance by secondary criteria which are by subjects.

Subject Area(s)	Major Field	Minor Field	Special Assignment Responsibilities	NCLB Designator Indicate: Elem. or Sec.

Signature - Principal

School/Department

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

Date

RETURN TO:

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

DUE DATE: May 9, 2006

SAN DIEGO CITY SCHOOLS
Human Resource Services Division

MAY/JULY COMBINED POST AND BID WORKSHEET
2006-2007 SCHOOL YEAR
HIGH SCHOOL 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. High School assignments will use NCLB compliance criteria established for secondary sites. For special education assignments, compliance will be as follows: 9-12 Special Education (Moderate/Severe) will use elementary criteria and 9-12 Special Education Mild/Moderate classes must meet NCLB compliance by secondary criteria which are by subjects.

Subject Area(s)	Major Field	Minor Field	Special Assignment Responsibilities

Signature - Principal

School/Department

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

Date

RETURN TO:

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

DUE DATE: May 9, 2006