

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: May 24, 2011

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

Subject: JULY POST AND BID FOR 2011-2012 SCHOOL YEAR

**Department and/or
Persons Concerned:** School Principals, Division and Department Heads, Child Development
Center Administrators and San Diego Education Association
Representatives

Due Date: JUNE 3, 2011

Reference: Collective Negotiations Contract between San Diego Unified
School District and the San Diego Education Association 2010-
2013 (Article 12, Section 12. 2 and Article 33, Sections 33.6)

Action Requested: Please complete and return attached Certificated Staffing Post and
Bid Vacancy List. Read this circular carefully, noting new
information about the Peoplesoft Recruiting Solutions process.

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 2011-2012 school year will be made available on-line. The list of vacancies can be viewed using any computer system that can access the Internet. Positions will be posted from July 8, 2011 through July 22, 2011.

Certificated Positions To Be Posted in the July Post and Bid:

Administrators are encouraged to post all known vacancies for the 2011-2012 school year. Please complete and return Attachment 1 for Elementary School vacancies, Attachment 2 for Middle/Alternative School vacancies or Attachment 3 for High School vacancies, listing all vacant positions and those held by temporary employees. **As a result of the PeopleSoft upgrade, a position number is required for a position to be posted.** Position numbers may be obtained from your Assignment Book. The vacancy form must be submitted no later than June 3, 2011.

The site or program administrator responsible for developing job postings shall provide the association representative with the opportunity to review and sign the list of proposed postings prior to forwarding to the Human Resource Services Division (HRSD), for editing and final posting. In the event that the association representative is unavailable, the administrator shall forward a copy of the postings to the Association at the same time that the postings are forwarded to the HRSD. (Refer to Article 12.2.11)

Eligibility to Bid:

Bids from permanent, probationary, and Regional Occupational Program contracted staff members of the San Diego Unified School District who meet the stated position requirements will be given first opportunity for transfer. Qualified Leave Replacement and Visiting Teachers (except State Teacher Retirement System or Public Employment Retirement System retirees) may also bid. (Article 33, Sections 33.6) Candidates must verify or be able to verify No Child Left Behind (NCLB) compliance with required credentials or certifications at the time of the closing of the posting period.

Post Procedures:

1. Bids will be accepted July 8, 2011 through July 22, 2011.
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.
4. Applicants must verify or be able to verify NCLB compliance with required credentials or certifications at the time of the closing of the posting period.
5. Schools will notify applicant(s) of the results of the site selection process.
6. Unit members have 48 hours from the initial offer to accept or decline the position by telephone and/or e-mail.

Selection and Rejection of Applicants:

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. Please complete the Select and Reject steps in PeopleSoft for all routed applicants, as explained in the PeopleSoft job aid. Once this is completed, the PeopleSoft system will generate a Personnel Action Request (PAR) for the transfer. You need to submit an Assignment Change PAR **only** if the employee will be working in two different position titles/job codes requiring two different split positions. Sites need to report all selections within thirty (30) calendar days of receipt of names from HRSD. If a selection is not made within the time frame, Human Resources will assign based on seniority.

Questions from sites regarding staffing may be referred to the following HRSD support staff:

Areas 1 and 6

Yolanda McKnight (619) 725-8067 ymcknight@sandi.net

Special Education, Counseling, Librarians, and Nursing

Theresa Chowdhury (619) 725-8012 tchowdhury@sandi.net

Areas 2 and 7

Darin Noyes (619) 725-8019 dnoyes1@sandi.net

Areas 3 and 4

Penny Hempstead (619) 725-8105 pcrosby@sandi.net

Area 5

Leticia Saldivar (619) 725-8107

lsaldivar@sandi.net

Areas 8 and 9

Jose Delao (619) 725-8008

jdelao@sandi.net

Susan Wybraniec
Human Resources Officer

APPROVED:



Sandra C. Huezo
Chief Human Resources Officer

SCH: ph

Attachments: (6)

Distribution: Lists A, D, E, and F

SAN DIEGO UNIFIED SCHOOL DISTRICT
Human Resource Services Division

AREAS 3 AND 4 KNOWN VACANCIES

2011-2012 SCHOOL YEAR

LOCATION _____

DEPT. ID# _____

All positions will be posted as requiring CLAD or equivalent certification and NCLB compliance for the position. Middle Schools will need to designate if NCLB compliance will be required using elementary criteria for 6th Grade. Grades 7 – 12 must meet compliance using secondary criteria. For Special Education assignments, compliance will be as follows: grades K-8 Special Education (Mild/Moderate and Moderate/Severe) will use elementary criteria and grades 9 – 12 Special Education (Mild/Moderate) classes must meet NCLB compliance by secondary criteria, which are by subjects. Moderate/Severe must meet NCLB by elementary criteria.

Position Number/Name(from Assignment Book)	Subject Areas/Grade Level	Major Field/Credential	FTE	NCLB Designator: Indicate Elem. or Secondary	Special Assignment Responsibilities (i.e., BCLAD,GATE Cert, IB Cert)
Example: XXXXXXXX <i>Name of employee who is being replaced: John Doe</i>	2 nd Grade	Multiple Subject			

Signature – Principal

School/Department

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

Date

RETURN TO:
Penny Hempstead
Eugene Brucker Education Center, Room 1241
Fax No. (619) 296-7522

DUE DATE: JUNE 3, 2011

SAN DIEGO UNIFIED SCHOOL DISTRICT
Human Resource Services Division

AREAS 2 AND 7 KNOWN VACANCIES

2011-2012 SCHOOL YEAR

LOCATION _____

DEPT. ID# _____

All positions will be posted as requiring CLAD or equivalent certification and NCLB compliance for the position. Middle Schools will need to designate if NCLB compliance will be required using elementary criteria for 6th Grade. Grades 7 – 12 must meet compliance using secondary criteria. For Special Education assignments, compliance will be as follows: grades K-8 Special Education (Mild/Moderate and Moderate/Severe) will use elementary criteria and grades 9 – 12 Special Education (Mild/Moderate) classes must meet NCLB compliance by secondary criteria, which are by subjects. Moderate/Severe must meet NCLB by elementary criteria.

Position Number/Name (from Assignment Book)	Subject Areas/Grade Level	Major Field/Credential	FTE	NCLB Designator: Indicate Elem. or Secondary	Special Assignment Responsibilities (i.e., BCLAD,GATE Cert., IB Cert)
Example: XXXXXXXX <i>Name of employee who is being replaced: John Doe</i>	Science/English Social Science	Secondary			

Signature – Principal

School/Department

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

Date

RETURN TO:
 Darin Noyes
 Eugene Brucker Education Center, Room 1241
 Fax No. (619) 296-7522

DUE DATE: JUNE 3, 2011

SAN DIEGO UNIFIED SCHOOL DISTRICT
Human Resource Services Division

AREA 5 KNOWN VACANCIES

2011-2012 SCHOOL YEAR

LOCATION _____

DEPT. ID# _____

All positions will be posted as requiring CLAD or equivalent certification and NCLB compliance for the position. Middle Schools will need to designate if NCLB compliance will be required using elementary criteria for 6th Grade. Grades 7 – 12 must meet compliance using secondary criteria. For Special Education assignments, compliance will be as follows: grades K-8 Special Education (Mild/Moderate and Moderate/Severe) will use elementary criteria and grades 9 – 12 Special Education (Mild/Moderate) classes must meet NCLB compliance by secondary criteria, which are by subjects. Moderate/Severe must meet NCLB by elementary criteria.

Position Number/Name (from Assignment Book)	Subject Areas/Grade Level	Major Field/Credential	FTE	NCLB Designator: Indicate Elem. or Secondary	Special Assignment Responsibilities (i.e., BCLAD,GATE Cert, IB Cert)
Example: XXXXXXXX <i>Name of employee who is being replaced: John Doe</i>	Counseling	Pupil Personnel Services			

Signature – Principal

School/Department

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

Date

RETURN TO:
Leticia Saldivar
Eugene Brucker Education Center, Room 1241
Fax No. (619) 293-0417

DUE DATE: JUNE 3, 2011

SAN DIEGO UNIFIED SCHOOL DISTRICT
Human Resource Services Division

AREAS 1 AND 6 KNOWN VACANCIES

2011-2012 SCHOOL YEAR

LOCATION _____

DEPT. ID# _____

All positions will be posted as requiring CLAD or equivalent certification and NCLB compliance for the position. Middle Schools will need to designate if NCLB compliance will be required using elementary criteria for 6th Grade. Grades 7 – 12 must meet compliance using secondary criteria. For Special Education assignments, compliance will be as follows: grades K-8 Special Education (Mild/Moderate and Moderate/Severe) will use elementary criteria and grades 9 – 12 Special Education (Mild/Moderate) classes must meet NCLB compliance by secondary criteria, which are by subjects. Moderate/Severe must meet NCLB by elementary criteria.

Position Number/Name (from Assignment Book)	Subject Areas/Grade Level	Major Field/Credential	FTE	NCLB Designator: Indicate Elem. or Secondary	Special Assignment Responsibilities (i.e., BCLAD, GATE Cert., IB Cert)
Example: XXXXXXXX <i>Name of employee who is being replaced: John Doe</i>	Counseling	Pupil Personnel Services			

Signature – Principal

School/Department

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

Date

RETURN TO:
Yolanda McKnight
Eugene Brucker Education Center, Room 1241
Fax No. (619) 293-0417

DUE DATE: JUNE 3, 2011

SAN DIEGO UNIFIED SCHOOL DISTRICT
Human Resource Services Division

AREAS 8 AND 9 KNOWN VACANCIES

2011-2012 SCHOOL YEAR

LOCATION _____

DEPT. ID# _____

All positions will be posted as requiring CLAD or equivalent certification and NCLB compliance for the position. Middle Schools will need to designate if NCLB compliance will be required using elementary criteria for 6th Grade. Grades 7 – 12 must meet compliance using secondary criteria. For Special Education assignments, compliance will be as follows: grades K-8 Special Education (Mild/Moderate and Moderate/Severe) will use elementary criteria and grades 9 – 12 Special Education (Mild/Moderate) classes must meet NCLB compliance by secondary criteria, which are by subjects. Moderate/Severe must meet NCLB by elementary criteria.

Position Number/Name (from Assignment Book)	Subject Areas/Grade Level	Major Field/Credential	FTE	NCLB Designator: Indicate Elem. or Secondary	Special Assignment Responsibilities (i.e., BCLAD, GATE Cert, IB Cert)
Example: XXXXXXXX <i>Name of employee who is being replaced: John Doe</i>	Counseling	Pupil Personnel Services			

Signature – Principal

School/Department

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

Date

RETURN TO:
Jose Delao
Eugene Brucker Education Center, Room 1241
Fax No. (619) 296-7522

DUE DATE: JUNE 3, 2011

SAN DIEGO UNIFIED SCHOOL DISTRICT
Human Resource Services Division

SPECIAL EDUCATION, COUNSELORS, LIBRARIANS, AND NURSE KNOWN VACANCIES

2011-2012 SCHOOL YEAR

LOCATION _____

DEPT. ID# _____

All positions will be posted as requiring CLAD or equivalent certification and NCLB compliance for the position. Middle Schools will need to designate if NCLB compliance will be required using elementary criteria for 6th Grade. Grades 7 – 12 must meet compliance using secondary criteria. For Special Education assignments, compliance will be as follows: grades K-8 Special Education (Mild/Moderate and Moderate/Severe) will use elementary criteria and grades 9 – 12 Special Education (Mild/Moderate) classes must meet NCLB compliance by secondary criteria, which are by subjects. Moderate/Severe must meet NCLB by elementary criteria.

Position Number/Name (from Assignment Book)	Subject Areas/Grade Level	Major Field/Credential	FTE	NCLB Designator: Indicate Elem. or Secondary	Special Assignment Responsibilities (i.e., BCLAD, GATE Cert. IB Cert)
Example: XXXXXXXX <i>Name of employee who is being replaced: John Doe</i>	Counseling	Pupil Personnel Services			

Signature – Principal

School/Department

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

Date

RETURN TO:
Theresa Chowdhury
Eugene Brucker Education Center, Room 1241
Fax No. (619) 296-7522

DUE DATE: JUNE 3, 2011