

**ADMINISTRATIVE CIRCULAR NO. 56**  
Office of the Chief Human Resources Officer

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** March 19, 2014

**To:** Traditional and Year Round School Site Administrators, Division and Department Heads, Managers

**Subject:** 2014 SUMMER SCHOOL AND ESY CLASSIFIED APPLICATIONS  
**FIRST TIME ON-LINE APPLICATION PROCESS**

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

**Due Date:** April 30, 2014

**Reference:** None

**Action Requested:** Interested persons must complete an on-line application for Clerical and Paraeducator Summer School Positions through PeopleSoft eRecruit by the due date.

**Please print and post a copy of this circular and the attached Job Aid on how to use eRecruit to apply for Summer School.**

**Brief Explanation:**

The Summer School and ESY program for San Diego Unified School District will be held as follows:

Elementary/Middle:	July 24, 2014 – August 20, 2014
High School:	June 23, 2014 – August 1, 2014 (6 weeks)

For the first time, classified applications for summer school will be submitted on-line through PeopleSoft eRecruit during the posting period of March 19 through April 30, 2014.

Please note, any current eleven (11) month employee who wishes to work beyond the end of their eleven (11) month work year, must still submit an on-line application.

Classified staff should take great care to ensure they are only applying for **classified** openings.

Per the collective bargaining agreement, priority is given to employees who are currently assigned to the sites hosting summer school. For remaining summer school assignments, Office-Technical and Business Services (OTBS) positions will be staffed by **district seniority** and Paraeducator (PARA) positions will be staffed by **classification seniority**. 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. Applicants must make themselves available for the entire summer school session.

**Summer school assignments are contingent on availability of state funding and student enrollment and may be canceled if funding or student enrollment is insufficient.**

OTBS and PARA unit members should only apply to summer school positions in their current classification. Applicants will only be considered for positions for which they apply to. **If you would like to be considered for positions at all levels, you must apply for all you are interested in. For example, you must apply for Special Education Assistant (Elementary) and Special Education Assistant (Secondary) if you want to be considered for the elementary and secondary levels.**

### **FOR PARA ONLY**

#### **Positions:**

<b>Behavior Support Specialist</b> (Elementary/Secondary)	<b>Sp. Ed Health Tech</b> (Elementary/Secondary)
<b>Campus Security Asst.</b> (High School Only)	<b>Sp. Ed Tech</b> (Elementary/Secondary)
<b>Rehabilitation Specialist</b> (Elementary/Secondary/TRACE)	<b>Sp. Ed Tech – Infant</b> (SEEC Only)
<b>School to Work Transition Asst.</b> (TRACE Only)	<b>Sp. Ed Signing Asst.</b> (Elementary/Secondary)
<b>Sp. Ed Assistant</b> (Elementary/Secondary)	<b>Sp. Ed Tech–Signing</b> (Elementary/Secondary)
<b>Sp. Ed Behavior Tech</b> (Elementary/Secondary)	<b>Sp. Needs Asst.</b> (Elementary/Secondary)

**Bilingual (Spanish) positions as needed**

### **FOR OTBS ONLY**

#### **Positions (Secretarial / Clerical):**

**Elementary School Assistant** (Elementary)  
**School Clerk I** (Elementary)

**Administrative Assistant I** (Secondary)  
**School Clerk II** (Secondary)  
**Student Information Systems Technician II** (Secondary)  
**High School Registrar** (Secondary)  
**School Library Technician II** (Secondary)

**Bilingual (Spanish) positions as needed**

Please note that specialized programs set their own dates and work hours for summer school or ESY (applicants must still apply on-line for the above classifications). These programs include Behavior Support Services, Home/Hospital and Transition Support, Marcy, New Dawn, Related & Specialized Services, Riley, Special Education Early Childhood Education (SEEC), Transition Resources for Adult Community Education (TRACE), and Whittier/Del Sol Academy.

**Employees MUST update their personal information in PeopleSoft.** We must have an updated phone number in order to contact you when we begin staffing summer school.

#### **To edit or change your information in PeopleSoft go to:**

[www.sandi.net/staff](http://www.sandi.net/staff) “PeopleSoft - HCM”. After logging in, click “Main Menu”, then “Self Service”, then “Personal Information”, “Phone numbers” to update your information. Employees will need to establish a password in order to view their personal information. If you need additional help, you may call the Information Technology Department at 619-209-4357 (209-HELP).

Employees have the sole responsibility to correctly complete the on-line application. To ensure your on-line application is received on time and is considered for work during the ESY or summer school period, on-line applications must be submitted electronically no later than Wednesday, April 30, 2014. **You must have a district e-mail address in order to receive an e-mail confirmation that you successfully applied on-line. Please contact the Information Technology help desk for assistance at (619) 209-4357 (209-HELP) to establish a district e-mail account. If you do not receive a confirmation, you did not apply/submit your application correctly.** We advise you to print and save your email confirmation for your records. PeopleSoft password and district e-mail accounts must be established prior to applying for any ESY summer school assignments.

**Notification/confirmation of employment will be done verbally by Human Resources staff members as assignments are made. All offers of employment are tentative due to the fact that some classes may close because of low enrollment.**

**HOW TO APPLY:**

For instructions on how to apply via eRecruit, please see the attached Job Aid or visit the [www.sandi.net](http://www.sandi.net) website and go to: Home > Departments > Human Resources > Classified Postings in your web browser. Please review the application directions carefully on the step by step instructions using eRecruit to apply for a job. On-line applications submitted on or before the deadline will be used to determine staffing eligibility for summer school.

For PeopleSoft password technical support contact:

Systems Analyst, Herschel Johnson (619) 725-8007  
Systems Analyst, Anthony Rodgers (619) 725-8086

To receive onsite support with applying on-line for classified summer school positions, you are encouraged to attend one of the open labs to be held at the Ballard Center, Room B5, 2375 Congress St., San Diego, CA 92110 on the following dates:

Tuesday, March 25, 2014 – 3 p.m.-5 p.m.  
Wednesday, April 16, 2014 – 3 p.m.-5 p.m.

And at the Education Center, Annex 9, 4100 Normal Street, San Diego, CA 92103:

Monday, March 31, 2014 – 5 p.m.-6:30 p.m.  
Wednesday, April 9, 2014 – 5 p.m.-6:30 p.m. (PARA only)  
Wednesday, April 23, 2014 – 5 p.m.-6:30 p.m.

No registration is necessary to attend these free labs.

For general questions regarding summer school or ESY staffing, contact:

Paraeducators: Leticia Saldivar, HR Technician at (619) 725-8107  
email: [lsaldivar@sandi.net](mailto:lsaldivar@sandi.net)  
OTBS: Yolanda McKnight, HR Technician at (619) 725-8067  
email: [ymcknight@sandi.net](mailto:ymcknight@sandi.net)

Anisha Dalal  
Human Resources Officer

APPROVED:



Bernadette Nguyen  
Interim Chief Human Resources Officer

BN:ls  
Attachment

Distribution: Lists A, C, D, E, F and I

**Using eRecruit to Apply for a Job**



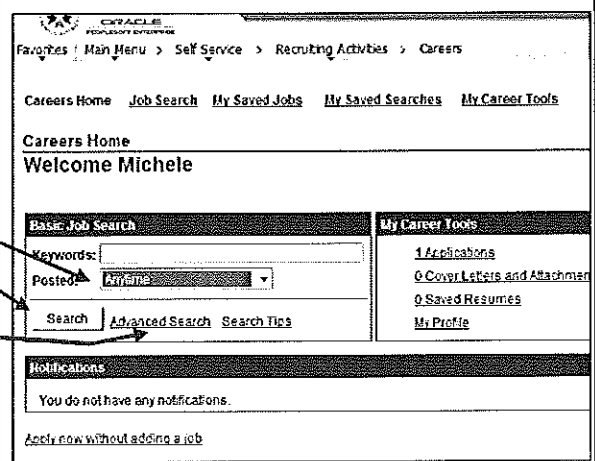
<p><b>Step 1</b></p> <p>Open your web browser and go to:  <a href="https://dwa.sandi.net/psp/hcm/?cmd=login">https://dwa.sandi.net/psp/hcm/?cmd=login</a></p>	
<p><b>Step 2</b></p> <p>2.1 Login using your six-digit employee ID and your password.</p> <p>2.2 Click Sign In.</p> <p>If you need to change your password:</p> <ul style="list-style-type: none"> <li>Go to <a href="https://dwa.sandi.net/passwd">https://dwa.sandi.net/passwd</a></li> <li>Follow the prompts on the screen to change your password.</li> </ul> <p>Your User ID will be your six-digit Employee ID, as found on your paycheck.          Your default Password will be Sdcsnnnn (nnnn=the last four digits of your SSN).          Example: Your SSN is 546-66-3463. Your default password will be Sdcs3463.</p> <ul style="list-style-type: none"> <li>If you cannot change your password or if you do not remember your password, please call the Help Desk: 619-209-4357 (HELP).</li> </ul>	
<p><b>Step 3</b></p> <p>Navigate to Self Service→Recruiting Activities→Careers</p>	

**Step 4**  
Search for Jobs

4.1 For a basic search of all available Job Openings, change Posted to "Anytime" and click Search.

*Note:* No more than 500 jobs will show in the basic search. If you don't find the job(s) you want, use the Advanced Search.

4.2 Or, to search for Job Openings using criteria, click the Advanced Search hyperlink.



**Step 5**  
Search for Job

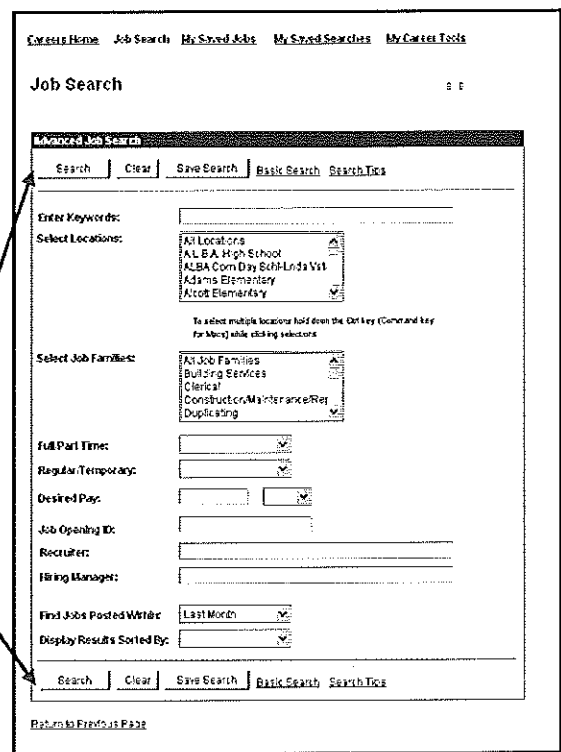
If you selected Advanced Search...

5.1 Enter your search criteria as follows:

- Make sure Find Jobs Posting Within is set to "Anytime"
- To see jobs at a particular school or group of schools, click the school(s) you want in the Select Locations list. To select more than one school, hold the CTRL key while clicking the names of the schools you want.
- To Enter Keywords, search for whole words only, such as "English". (Partial word searches, such as "eng", are not supported.) The keyword search is not case sensitive.

5.2 Click either Search button to look for job postings

- If you do not get the expected search results, clear your web browser's cache and try again. For instructions, see "Clearing Your Cache" here: <http://www.sandi.net/peoplesoft/readandlearn/jobaids/index.asp>



**Step 6**  
View openings.

6.1 A list of all jobs matching search criteria currently available for bidding will display.

*Note:* The Posting Title will indicate whether the job is for **Intercession, Summer School, or a specific Post and Bid.** Child Development Centers Post and Bid will be indicated by **“CDC”**. Since recruitment periods for some of these may overlap, make sure you are careful to select only the job(s) of the type you want.

6.2 Click on a **Posting Title** hyperlink to view the job description and obtain the Job ID number.

*Note:* Applicants must view posting descriptions to verify qualifications and to take note of the Job ID number. If there is a problem, HR will request that you provide the ID of the Job you’ve applied for.

PeopleSoft.  
Careers Home | Job Search | My Saved Jobs | My Saved Searches | My Career Tools

Job Search

Click icon to view Quick Search criteria

17 Results Found

Search Results

Select All | Deselect All | Save Jobs | Apply Now | First | Previous | Next | Last

Select	Created	Posting Title	Job #	Job Family	Location
<input type="checkbox"/>	07/08/2008	Regular Teacher	104777	Teacher, Classroom	Garfield Elementary
<input type="checkbox"/>	07/01/2008	May/July- Resource Specialist	104743	Teacher, Classroom	Kroc Middle School
<input type="checkbox"/>	07/01/2008	May/July- B.S.	104744	Teacher, Classroom	Kroc Middle School
<input type="checkbox"/>	07/01/2008	May/July- B.S.	104745	Teacher, Classroom	De Portola Middle School
<input type="checkbox"/>	07/01/2008	May/July- ED	104746	Teacher, Classroom	De Portola Middle School
<input type="checkbox"/>	07/01/2008	May/July- English	104747	Teacher, Classroom	De Portola Middle School
<input type="checkbox"/>	07/01/2008	May/July- Humanities	104750	Teacher, Classroom	San Diego SOFA
<input type="checkbox"/>	07/01/2008	May/July- 3rd Span Immersion	104751	Teacher, Classroom	Longfellow Elementary
<input type="checkbox"/>	07/01/2008	May/July- Math Teacher	104752	Teacher, Classroom	Johnson Elementary
<input type="checkbox"/>	07/01/2008	May/July- ELA Resource Tchr.	104753	Teacher, Non-Classroom	Bell Junior High

Select All | Deselect All | Save Jobs | Apply Now | Refer Friend

**Step 7**  
View Job Description.

7.1 The Job Description page opens.

7.2 Click **Apply Now**.

PeopleSoft.

Job Description

Job Title: Resource Specialist  
Job ID: 104743  
Location: Kroc Middle School  
Employment Type: Regular  
Posting Title: Regular

Apply Now | Refer Friend | Save Jobs

**Credentialed Required**  
Resource Specialist - Full certification is required in Mathematics or Mathematics/General Education subject (CDE) is also required. Applicant must have English Language Proficiency and work at the appropriate level. For more information, visit the position.

**Job Details**  
14

**How to Apply**  
Click on the resume button through the Posting Address if you are using the PeopleSoft system. After submitting your resume, you will be able to track the status of your application through the Tracking History page. For more information, visit the position. For more information, visit the position. For more information, visit the position.

**How to Apply**  
Click on the resume button through the Posting Address if you are using the PeopleSoft system. After submitting your resume, you will be able to track the status of your application through the Tracking History page. For more information, visit the position. For more information, visit the position. For more information, visit the position.

Apply Now | Refer Friend | Save Jobs

**Step 8**

8.1 Select **Apply Without Using a Resume** (the only option).

8.2 Click **Continue**.

Apply How

Choose Resume

Resume Options

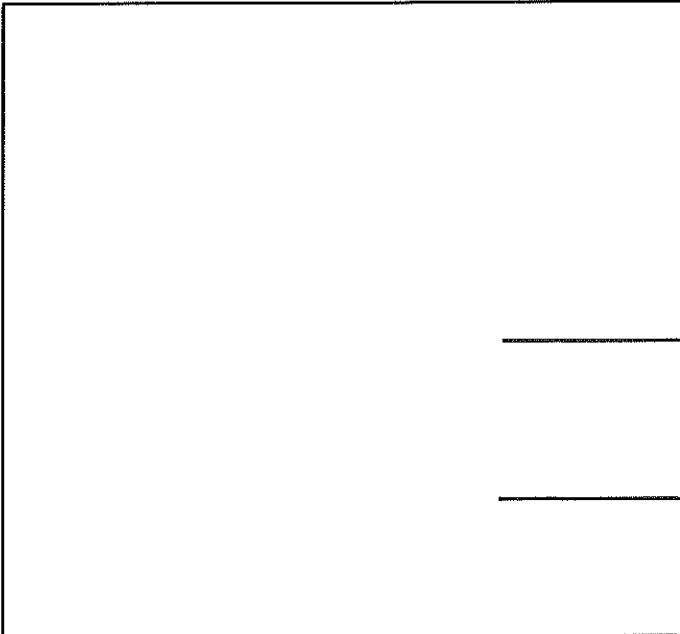
How would you like to proceed?

Apply without using a resume

Continue | Return to Previous Page

**Step 9**  
Submit Application.

9.1 Click **Submit**.



PeopleSoft.

Apply Now

**Complete Application**

You are applying for:

[Max/My - Resource Specialist](#) [Remove](#)

[Add Another Job to Application](#)

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You have not added any resume to your application. [Use a Different Resume](#)

Payton Hall  
1234 Torrey Pines Dr  
San Diego, CA 92034

[Previous](#) [Save](#) [Submit](#) [Close Application](#) [Careers Home](#) [Next](#)

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[Previous](#) [Save](#) [Submit](#) [Close Application](#) [Careers Home](#) [Next](#)

**Step 10**  
Confirm Application submission.

10.1 Application has been submitted.

PeopleSoft.

[Careers Home](#) [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#)

**My Applications**

You have successfully submitted your job application.

Display applications from:  [Refresh](#)

[First](#) [Previous](#) [Next](#) [Last](#)

Application	Status	Application Time
<a href="#">SR Regular Teacher</a>	Applied	07/09/2006 4:39PM
<a href="#">Max/My - Resource Specialist</a>	Applied	07/13/2006 5:13PM
<a href="#">Max/My - Resource Specialist</a>	Applied	07/13/2006 5:13PM
<a href="#">Max/My - I.S.</a>	Applied	07/13/2006 5:13PM
<a href="#">Max/My - I.S.</a>	Applied	07/13/2006 5:13PM

**Step 11**  
View the number of jobs applied for.

11.1 Click the My Careers Tools hyperlink to view the jobs you've applied for and the statuses of those jobs.

Examples of statuses you may see include:

- Applied**  
Confirms that you have applied for the job posting
- Routed**  
Your application has been routed for Manager/Principal Consideration
- Hire Decided**  
Manager/Principal has selected you for job posting
- Hired**  
All processes complete both at hiring location/school site and HR. You have been hired into the position
- Rejected**  
You were not selected for the job posting

PeopleSoft.

[Careers Home](#) [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#)

**My Career Tools**

Payton Hall  
1234 Torrey Pines Dr  
San Diego, CA 92034

**My Applications**

Display applications from:  [Refresh](#)

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<a href="#">Max/My - I.S.</a>	Applied	07/13/2006 5:13PM
<a href="#">Max/My - I.S.</a>	Applied	07/13/2006 5:13PM

**Resumes**

You do not have any saved resumes.

**Cover Letters and Attachments**

You have not added any attachments.

[Add Attachment](#)

[Return to Previous Page](#)

Notes:



<ul style="list-style-type: none"> <li>○ This page does not display the Job Opening ID. See step 6 for instructions on obtaining the ID number.</li> <li>○ You can return to the My Career Tools page anytime to see the status of your applications.</li> </ul>	
<p><b>Step 12</b></p> <p>After completing the application process, make sure to sign out by clicking the <b>Sign out</b> link.</p> <p>Congratulations...you have successfully completed the application process!</p> <p>Log back in whenever you would like to check the status of the job postings you have applied for.</p>	