



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 7270

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CATEGORY: **Personnel, Certificated Staff**

EFFECTIVE: **1-29-62**

SUBJECT: **Application and Employment of Certificated Employees (Contract and Day-to-Day Substitute Positions)**

REVISED: **4-29-05**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing selection of certificated contract and day-to-day substitutes. This procedure applies to K–12 contract and hourly teachers, day-to-day substitutes, prekindergarten assistant teachers, child development center teachers, and nurses.
2. **Related Procedures:**

Employment status and status change of certificated personnel	7212
Equal opportunity in employment	0100
Placement, transfer, and reassignment of contract teacher	7276

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: A–3000, I–1050, I–1360, I–3000, I–3010; Education Code Sections 44006, 44016, 44830-44926.
2. **Equal Employment Opportunity.** Employment policies and procedures shall ensure all applicants equality in consideration and impartiality for employment, regardless of race, religious creed, sex, sexual orientation, age, handicap, marital status, veteran status, national or ethnic origin, or disability.
 - a. In attainment of this objective, the district seeks candidates with the following qualifications:
 - (1) Superior scholarship
 - (2) Proficiency in methods and techniques of teaching
 - (3) Genuine interest in students
 - (4) Ability to work cooperatively with others
 - (5) Appearance, bearing, and attitude appropriate for, and pride in, the teaching profession
 - (6) Command of English fundamentals

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- (7) Proficiency in methods and techniques of teaching
- b. Evidence of possession of these qualifications is secured through:
 - (1) Success in practice teaching or actual teaching experience.
 - (2) Recency of education and experience.
 - (3) Eligibility for proper teaching credentials.
 - (4) Personal interview.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Human Resources Division, Office of School Site Support.
2. **Definitions**
 - a. **Contract:** An agreement between an employee and the district that embodies conditions of employment binding upon both parties.
 - b. **Substitute:** A person employed on a day-to-day basis in a position requiring certification qualifications who fills the position of a regularly employed person absent from service.
 - c. **Credentials:** Documents, such as a certificate, credential, or a life diploma, which, singly or in combination, licenses the holder to engage in the school service in California as designated in the document(s).
 - d. **Certificated specialist positions:** Nonteaching positions requiring credentialing by the state.
3. **Regulations**
 - a. **Credentials.** All persons employed in certificated positions must have a valid credential in force, registered with the Human Resources Division and the County Superintendent of Schools, covering the type of service to be rendered.
 - b. **Selection.** All applicants for certificated positions must be interviewed and processed by the Human Resources Division.

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- c. **Contracts.** Contracts offered for a school year must be returned to the Human Resources Division within twenty (20) days, or as otherwise specified, or they may be considered rejected. All contracts are offered subject to assignment; no guarantee of a particular assignment can be made.
- d. **Substitutes**
 - (1) Substitutes are placed on the district substitute assignment management system (SAMS) after July 1 each year for the ensuing school year. This database is reviewed in June of each school year. No assurance of employment is given to persons named on the database, and a substitute may be removed from such list at any time at the discretion of the Board of Education.
 - (2) Substitute service does not apply toward tenure.
 - (3) Substitutes are expected to accept any assignment for which they hold a proper credential.

D. IMPLEMENTATION

1. Application

a. Applicant

- (1) **Contract position:** Completes on-line application for teaching position; files with the Human Resources Division.
- (2) **Substitute position:** Completes application for substitute teaching if placement on substitute list is desired.

b. Human Resources Division

- (1) Contacts references and previous employers to complete professional reference file.
- (2) Conducts personal interview. May refer applicant to site principal or appropriate district office for follow-up interviews and hiring recommendations.

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- (3) Upon completion of application file, reviews all material; makes decision concerning employment of applicant in contract or substitute position.

2. **Employment**

a. **Applicant**

- (1) **Contract position:** If position is accepted, returns signed offer within specified time; completes employment requirements. If position is not accepted, notifies district of decision.
- (2) **Substitute position:** Completes employment requirements.

b. **Human Resources Division**

(1) **Contract position**

- (a) If applicant declines or later withdraws acceptance, sends acknowledgment; if applicant accepts, supplies necessary preemployment forms.
- (b) Processes personnel action report for board approval.
- (c) Notifies appropriate district office of names and qualifications of personnel employed.

(2) **Substitute position**

- (a) Sends appropriate information, and preemployment forms; notifies applicant of placement on substitute database.
- (b) Processes personnel action report for board approval.
- (c) Establishes file for future placement.

E. **FORMS AND AUXILIARY REFERENCES** (All forms provided by the Human Resources Division)

1. **Application:**
 - a. Application for teaching position
 - b. Application for substitute teaching
 - c. Professional references

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- d. Interview profile
- 2. **Appointment:**
 - a. Employment contract
 - b. W-4, withholding tax statement
 - c. Address card
 - d. Oath of allegiance
 - e. Retirement membership statement
 - f. Retirement system status information
 - g. Certification of freedom from tuberculosis
 - h. Verification of social security number
 - i. Verification of birth date
 - j. INS document noting eligibility for employment
 - k. Live scan fingerprint clearance
 - l. SDEA contract
 - m. Official college transcripts
- 3. **Credential:**
 - a. Application for credential with required document requirements
- 4. **Assignment:**
 - a. Personnel Action Request form (PAR)
- 5. **Salary Placement:**
 - a. Official transcripts
 - b. Verification of previous experience
 - c. Verification of military service
 - d. Verification of related experience

F. REPORTS AND RECORDS

G. APPROVED BY

Kerry B. Flanagan

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For the Superintendent of Public Education