

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: December 19, 2013

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

Subject: FEBRUARY POST AND BID FOR 2014-2015 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: January 31, 2014

Reference: Article 12, Section 12.2 of Collective Negotiations Contract between the
San Diego Unified School District and the San Diego Education
Association.

Action Requested: Please complete and return attached Certificated Staffing Post and
Bid Position Posting Form. Please 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 2014-2015 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 February 10, 2014 through February 19, 2014.

Certificated Positions To Be Posted in February Post and Bid:

Administrators are encouraged to post all known funded vacancies for the 2014-2015 school year. Please complete and return the attachment, **one vacancy form per posting**, on all vacant positions and those held by temporary employees. **A position number is required for each posting.** Forms that do not contain a valid position number **will not be processed.** Position numbers may be obtained by running your Allocation Status Report. The vacancy form must be submitted no later than January 31, 2014.

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, Certificated 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 Human Resource Services Division, Certificated. (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 32, Sections 32.6) All special education and regular education teaching positions will be posted as requiring an English Learner Authorization. ESEA (formerly NCLB) compliance will be required for all core subject area assignments. ESEA compliance for regular education core area assignments 6th grade and below (excluding visual and performing arts) can be verified by either the elementary or secondary criteria. ESEA compliance for regular education core area assignments for grades 7-12 and all visual and performing art assignments must be verified by the secondary criteria. ESEA compliance for core area special education K-8 assignments can be verified by either the elementary or secondary criteria. ESEA compliance for special education core area assignments for grades 9-12 must be verified by the secondary criteria. Candidates must meet all state and federal requirements and have the required credential for the assignment on file with the District at the time of the closing to the posting period.

Post Procedures

- 1. Review instruction page carefully.**
- 2. Position posting forms must be turned in to HR by January 31, 2014.**
- 3. Complete one posting form for each vacant position.**
- 4. Provide a valid position number for each position. If no valid position number is provided the position will not be posted.**
- 5. Please ensure that all Post and Bid Position Posting Forms submitted are signed and dated by the site Principal and the site association representative.**

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. You can also access the directions directly by typing http://www.sandi.net/cms/lib/CA01001235/Centricity/Domain/129/peoplesoft/human%20resource%20peoplesoft/handbooks/HRSA_Recruiting_Solutions.pdf . Once the post and bid process is complete and a selection has been made, Human Resources will transfer the selected employee into the position as posted and will update PeopleSoft. **PARs are not required for Post and Bid transfers, unless the employee will be assigned to more than one position number.** Sites must 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 regarding staffing may be referred to the following Human Resources Technicians:

Areas 1, 2 and 4,

Ester Victorio at (619) 725-8114 or evictorio@sandi.net

Areas 3, 5 and 6

Penny Hempstead at (619) 725-8105 or phempstead@sandi.net

Counseling, Nursing, Library and Special Ed., VAPA, PE
Ann Cato at (619) 725-8032 or acato@sandi.net

Should you have questions regarding the posting of positions, please contact the Human Resources Technician assigned to your site.

APPROVED:

A handwritten signature in black ink, appearing to read "B. Nguyen". The signature is fluid and cursive, with a large initial "B" and a long, sweeping underline.

Bernadette Nguyen
Interim Chief Human Resources Officer

BN:ph

Attachment: (2)

Distribution: Lists A, D, E, and F

SAN DIEGO UNIFIED SCHOOL DISTRICT

Human Resource Services Division

Instructions

2014-2015 February Post and Bid Position Posting Form

Please follow the instructions below to ensure your position(s) is/are posted correctly.

Use one form for each vacant position.

Instructions

A. Site Information:

In this section please write your school name, location number, and select school type and work year (traditional or year round).

B. General Assignment Information:

In this section please write the assignment position number, the name and id number of the employee leaving the assignment, the FTE of the assignment, and the grade level of the assignment.

Please note that you must provide a valid position number. ***Forms that do not contain a valid position number will not be processed.***

C. Specific Assignment Information:

This section is broken into assignment types—Regular Education, Special Education and Service Areas. For regular education assignments please indicate what subject(s) will be taught. In the event that a subject is not listed, select “Other—See Assignment Notes” and list the subject to be taught in section “E.” For special education and service area assignments please indicate the type of assignment to be posted. ***Please select only one assignment for special education or service area positions.***

D. Credential Requirement for 6-9 Grade Departmentalized Classroom Assignments Only:

For 6-9 grade departmentalized classroom assignments you have the option to request that qualified candidates hold a specific type of credential needed for the position. You can select multiple subject credential with a supplemental authorization, or a single subject credential with a full authorization, or allow for any qualifying credential authorization. ***Please note that core subject area assignments as defined under the Elementary and Secondary Education Act, ESEA (formerly NCLB) must meet the federal “Highly Qualified” requirement.***

E. Assignment Notes and Special Assignment Responsibilities (i.e., BCLAD, GATE, IB, AVID):

Please list any additional information about the assignment to be posted. You can list other specifics about the assignment here such as; bilingual authorization, GATE certification preferred, AVID or International Baccalaureate training. Use an extra sheet of paper if necessary. Please use bullet points and no more than 250 characters.

F. Signatures:

Please ensure that all Post and Bid Position Posting Forms submitted are signed and dated by the site principal and site association representative.

SAN DIEGO UNIFIED SCHOOL DISTRICT

Human Resource Services Division

2014-2015 February Post and Bid Position Posting Form

Instructions:

Please **fill out one form for each position to be posted** and complete all necessary sections of this form to ensure the position is posted correctly. Forms that do not list a valid position number will not be processed. **If you have no vacancies to post, please write "No Vacancies" in the Position Number box in section B.**

A. Site Information:

School Name/Number	School Type	Work Year
	<input type="checkbox"/> Elementary <input type="checkbox"/> Middle School <input type="checkbox"/> High School <input type="checkbox"/> Atypical/Alternative <input type="checkbox"/> Central Office <input type="checkbox"/> K-8	<input type="checkbox"/> Traditional <input type="checkbox"/> Year Round

B. General Assignment Information:

Position Number	Name of Employee and ID Number Leaving Assignment (if applicable)	FTE	Assignment/Grade Levels

C. Specific Assignment Information:

Assignment	
Elementary	Special Education and Service Areas (select only one)
<input type="checkbox"/> Elementary-Self Contained Classroom <input type="checkbox"/> Core/Block (List Subjects Below): <input type="checkbox"/> Child Development Center Teacher _____	<input type="checkbox"/> Mild/Moderate & Autism <input type="checkbox"/> Moderate/Severe <input type="checkbox"/> Resource Specialist <input type="checkbox"/> Physical and Health Impairments <input type="checkbox"/> Adaptive Physical Education <input type="checkbox"/> Deaf and Hard-of-Hearing <input type="checkbox"/> Library Media <input type="checkbox"/> Counseling <input type="checkbox"/> Psychology <input type="checkbox"/> Nursing <input type="checkbox"/> Social Work <input type="checkbox"/> Speech-Language Pathology <input type="checkbox"/> Audiology <input type="checkbox"/> Other:
Secondary	
<input type="checkbox"/> Business Education <input type="checkbox"/> Physical Education <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Computer Concepts and Applications <input type="checkbox"/> Resource Teacher <input type="checkbox"/> English, Reading, Language Arts <input type="checkbox"/> Foreign Language (State Area Below): <input type="checkbox"/> Science (State Area Below): _____ <input type="checkbox"/> Health Science <input type="checkbox"/> Social Science <input type="checkbox"/> Industrial Technology <input type="checkbox"/> Visual and Perform Art (State Area Below): <input type="checkbox"/> Mathematics (state area below): _____ <input type="checkbox"/> Other-See Assignment Notes	

D. Credential Requirement for Grades 6-9 Departmentalized Classroom Assignments Only:

<input type="checkbox"/> Multiple Subject Credential with Supplemental Authorization	<input type="checkbox"/> Single Subject Authorization with Full Authorization	<input type="checkbox"/> Any Qualifying Authorization
--	---	---

E. Assignment Notes (i.e., BCLAD, GATE, IB, AVID): Type in box, bullet point format, 250 characters or less.

Signature—Principal

Date

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

Date

Return All Forms —Eugene Brucker Education Center, Room 1241—Fax Number (619) 296-7522

DUE DATE: January 31, 2014