

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** April 2, 2018

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

**Subject:** MAY POST AND BID FOR 2018-2019 SCHOOL YEAR

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

**Due Date:** May 19, 2018

**Reference:** Article 12, Section 12. 2 of the Collective Negotiations Contract  
between the San Diego Unified School District and the San Diego  
Education Association.

**Action Requested:** **Please print and post a copy of circular. Certificated staff members need to review explanation of transfer provision in the current contract before submission of electronic bids. Submit electronic bids during the posting period of May 9, 2018 through May 18, 2018**

**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 known, funded vacancies for the 2018-19 school year will be posted on-line. The list of vacancies can be viewed using any computer system that can access the internet. Positions will be posted from May 9, 2018 through May 18, 2018

**Eligibility to Bid**

Bids from permanent, probationary, and College and Career Technical Education 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. All mild/moderate and moderate/severe teaching positions will be posted as requiring an Autism Authorization.

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 of the posting period.

### **Calendar Changes**

All positions posted will commence on the start date for the 2018-2019 school year as determined by each school's or program's calendar. Human Resource Services Division (HRSD) will assist by providing opportunities to work a full contract work year for unit members returning from leave of absence or currently on a traditional schedule who transfer to a year-round schedule.

### **How to Apply**

All bids for the May Post and Bid will be made via PeopleSoft eRecruit module. This process is fast, easy and usually takes five minutes or less to complete. Directions for applying on-line are attached to this circular.

You may also access the information via San Diego Unified School District website at [www.sandi.net](http://www.sandi.net). Log onto the staff portal, click on Technical Support / Help Desk; click PeopleSoft; click Training Materials & Resources; click PeopleSoft HCM Training Materials; under Self Service Job Aids; click How to Apply for Jobs using eRecruit. Please review the application directions carefully

### **Post Procedures**

1. Bids will be accepted from May 9, 2018 through May 18, 2018.
2. Applicants must meet the minimum qualifications of credential(s) and employment status by the closing of the posting period. Other special assignment responsibilities may be stated on the position vacancy list. **The required credential must be registered with HR before the close of the posting period.**
3. HR will determine applicants' qualifications.
4. Schools will notify applicant(s) of the results of the site selection process.
5. Unit members have 48 hours or other mutually agreed-upon period of time from the initial offer to accept or decline the position by telephone and/or e-mail.

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

Area 1, Area 4, Alternative High Schools,  
and Special Ed Dept.

Lindsay Molinaro (619) 725- 8109

Area 2, Area 3, and CCTE

Jeane Klien (619) 725-7752

Area 5, Area 6, and Special Ed Alt. Sites

Stacy Boland (619) 725-8108

APPROVED:

A handwritten signature in black ink that reads "Acacia Thede". The signature is written in a cursive, flowing style.

Acacia Thede  
Executive Director, Human Resources

TA: eh  
Attachments (1)  
Distribution: Lists A, D, E, and F