

ADMINISTRATIVE CIRCULAR NO. 120

Human Resource Services Division

SAN DIEGO CITY SCHOOLS

Date: May 30, 2003

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

Subject: AMENDED POST AND BID FOR 2003-04 SCHOOL YEAR – JUNE 2003

Department and/or Persons Concerned: Certificated Staff

Due Date: June 23, 2003

Reference: Collective Negotiations Contract, 1998-2003
(Article 12, Section 12.2; Article 33, Section 33.6)

Action Requested: Review explanation of transfer provisions of current contract before submission of electronic bids

Attachment: Attachment 1 – June Post and Bid Transfer Application Process

Brief Explanation:

Due to extraordinary circumstances related to the timing of the Supplemental Early Retirement Program, pending possible layoff of certificated staff, and subsequent budgetary adjustments, both the District and the San Diego Education Association have mutually agreed to a waiver of Article 12 Post and Bid to amend the May Post with the July Post. Therefore, there will be one modified posting period that will open Monday, June 2, 2003, and close Monday, June 23, 2003. As agreed, all selections will be made prior to July 25, 2003, and that failure to select will result in the position being awarded to the eligible qualified bidder with the greatest district seniority.

A list of expected position vacancies for the 2003-04 school year will be made available online. The electronic post and bid procedure is attached and can be accessed through the San Diego City School's web site at www.sandi.net/personnel. The list of vacancies can be viewed by any computer system that can access the World Wide Web.

ELIGIBILITY

Bids from permanent, probationary, and Regional Occupational Program restricted contracted staff of the San Diego Unified School District who meet the stated position qualifications will be given the first opportunity for transfer. Leave replacement and visiting teachers (except State Teacher's Retirement System or Public Employee's Retirement System retirees) may also bid (Article 33, Section 33.6). It is the staff member's sole responsibility to ensure information on the online Transfer Application is complete and correct.

CALENDAR CHANGES

All positions posted will commence on the start date for the 2003-04 school year as determined by each school's calendar. Human Resource Services Division (HRSD) will assist to provide opportunities to work a full contract work year for unit members returning from a leave or currently on a traditional schedule who transfer to a year-round schedule. Staff transferring from year-round to traditional will automatically change from a year-round (12-month pay) to the traditional (10-month pay) schedule or opt to stay on a year-round pay schedule for one year only; the following year will revert to the traditional 10-month pay schedule.

CLASS-SIZE REDUCTION (GRADES K-3)

All teachers assigned to grades K-3 are required by law to receive class-size reduction training PRIOR to starting the teaching assignment. Teachers who transfer into grades K-3 are to call the Institute Support and Professional Development Department (858-496-1861) to confirm their training status. Teachers who have not completed the required training must do so by participating in the site's mandatory staff development day(s) prior to the start of the school year.

POST PROCEDURES

Review and follow the attached electronic Post and Bid Transfer Application Process. Bids can only be accepted if all requirements for submitting a bid are met:

1. Must meet the stated qualifications of credential(s) and status. Other special assignment responsibilities may be stated on the position vacancy list. Required certification must be registered with HRSD before the close of the posting period.
2. For secondary positions posted with majors and minors, HRSD will certify that bidders have the required major or minor or have completed 20 semester units for a minor or 30 semester units for a major, based upon transcripts on file with the district at the close of the posting period. Teachers with an applicable minor may be considered for vacancies that receive less than five qualified bidders with the appropriate required major.
3. Qualifications of applicants will be determined by HRSD.
4. Bids will not be accepted after the closing date of the Post.

Deberie L. Gomez
Deputy Administrative Officer

APPROVED:



Terrance L. Smith
Chief of Staff

DLG:dw

Attachment

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

SAN DIEGO CITY SCHOOLS

PROCESS FOR CURRENTLY EMPLOYED CERTIFICATED STAFF POST AND BID APPLICATION PROCESS JUNE 2 - 23, 2003

To Sign On	1.	Sign on to San Diego City Schools web site at www.sandi.net
	2.	Click on the “ Employment ” link.
	3.	Click on “ Apply For Jobs ” under the Job Listings and Online Applications section of the page.
	4.	Under Certificated Positions, click on “Submit Online Application.”
	5.	<ol style="list-style-type: none"> IF YOU HAVE NOT previously applied through this electronic process for a previous post and bid, summer school or intersession position, then proceed to the gray square (middle left of the page) on the applicant login screen. Select “Current Employee” by placing the black radial button next to the appropriate location. Then click on “Create New Account.” NOTE: Do <u>not</u> complete an application that has 20 screens with fields including information on colleges, credentials, teaching experiences, etc. Complete the information requested in the 10 fields. You will create your own username and password. Be sure to keep this information in the event you need to change information before closing of the post and bid application process or when applying for future positions. After completing the information on the add applicant page, click “Save And Next.” When you see success message, click on “Login.” Read the disclaimer and click “Accept” if you wish to proceed. If you cannot accept the disclaimer, you cannot participate in the post and bid application process.
		IF YOU HAVE previously created a new account, you can enter your “ User Name ” and “ Password, ” and click “ Login. ” Read the disclaimer and click “ Accept ” if you wish to proceed. If you cannot accept the disclaimer, you cannot participate in the post and bid application process. Do not create another account if you have forgotten your password. Contact (619) 725-8100 to have another password issued.
	6.	Click “ All Jobs. ”
	7.	Locate desired position. Click on “ View/Apply. ”
	8.	Click on “ Apply for this job ” on the upper left side of the screen.
To Withdraw Bid	9.	In the event you change your mind about applying for the position, you are able to go back into the “ View/Apply ” section of the job posting and click “ Withdraw interest for this job. ” You will now be returned to the previous screen. In the last column of the vacancy posting from which you just withdrew interest, the word “ No ” will appear to show you have withdrawn interest for this job. THIS IS YOUR CONFIRMATION. You may withdraw your interest until the closing date of the posted position.
To Go Back	10.	If you do not want to apply for this job, click the “ Back ” button at the bottom of the page.
To Logout	11.	Once you have completed the bid process for positions, click on the “ Logout ” link on the left side of the screen.
To Re-Login	12.	If after you have logged out you would like to apply for more positions or to withdraw your interest in a position, you simply login again using your User Name and Password and follow the directions.
To Print	13.	You may print the entire list of vacancies by going into “All Jobs” and printing the document. You must scroll to the end of the job listings and click on “ Printable Job List. ” It may take a few minutes for the list to load and format. Keep in mind the document will be many pages long. To close screen, click on the “ X ” at the top right hand corner of the screen.
Preferred System	14.	The system prefers an Internet Explorer browser. If at all possible, use a computer with this type of browser. Otherwise, Netscape 4.5 or higher is required. Click “Here To Apply.”