

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** February 25, 2015

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

**Subject:** 2015 SUMMER SCHOOL AND EXTENDED SCHOOL YEAR (ESY) CLASSIFIED APPLICATIONS ON-LINE APPLICATION PROCESS

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

**Due Date:** April 2, 2015

**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 23, 2015–August 19, 2015
High School:	June 22, 2015–July 31, 2015 (6 weeks)

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.

Please ensure that you 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.**

PARA and OTBS 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), Applications, “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 Tuesday, April 2, 2015. **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

For general questions regarding **Summer School or ESY staffing**, contact:

Paraeducators: Ester Victorio, HR Specialist  
(619) 725-8114  
email: [evictorio@sandi.net](mailto:evictorio@sandi.net)

OTBS: Yolanda McKnight, HR Specialist  
(619) 725-8067  
email: [ymcknight@sandi.net](mailto:ymcknight@sandi.net)

APPROVED:



Tim Asfazadour  
Chief Human Resources Officer

TA:ac  
Attachment

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

## Using eRecruit to Apply for a Job



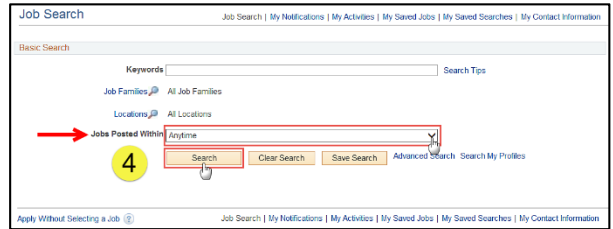
<p><b>Step 1</b></p> <p>Open your web browser and go to:  <a href="https://dwa.sandi.net/psp/hcm/?cmd=login">https://dwa.sandi.net/psp/hcm/?cmd=login</a></p>	
<p><b>Step 2</b></p> <p>2.1 Login using your six-digit <b>employee ID</b> and your <b>password</b>.</p> <p>2.2 Click <b>Sign In</b>.</p> <p>If 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>3.1 Navigate to the <b>Careers</b> page within the <b>Self Service</b> area.          Click <b>Main Menu &gt; Self Service &gt; Recruiting &gt; Careers</b></p>	

## Step 4 Search for Jobs

4.1 For a basic search of all available Job Openings, change **Jobs Posted Within** 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 see **Step 5**.



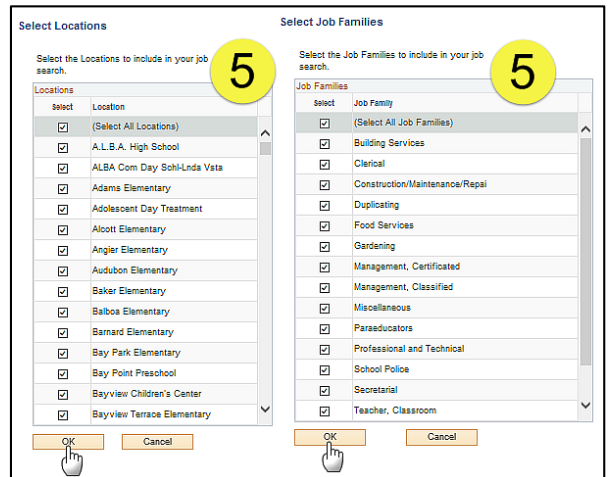
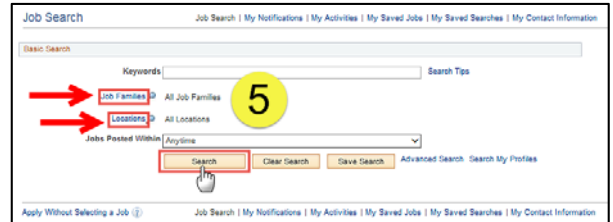
## Step 5 Search for Jobs

5.1 Enter your search criteria as follows:

- Make sure **Jobs Posted Within** is set to "Anytime"
- Click the **Locations** link to see jobs at a particular school or group of schools. Uncheck the **(Select All Locations)** checkbox and click the school(s) you want in the list. Click **OK**.
- Click the **Job Families** link to see jobs in a particular Job Family. Uncheck the **(Select All Job Families)** checkbox and click the Job Families you want in the list. Click **OK**. (This is most useful during a summer school/intersession posting when both certificated and classified jobs are posted at the same time.)
- To **Enter Keywords**, search for whole words only, such as "English". (Partial word searches, such as "eng", are not supported.) The keywords search is not case sensitive. Keywords searches pertain only to the job title.

5.2 Click the **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, click "[Clearing Cache Files in IE](#)"



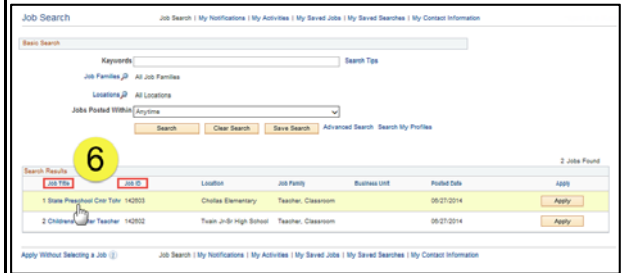
**Step 6**  
**View openings**

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

**Note:** The Job Title will indicate whether the job is for **Intersession, 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.

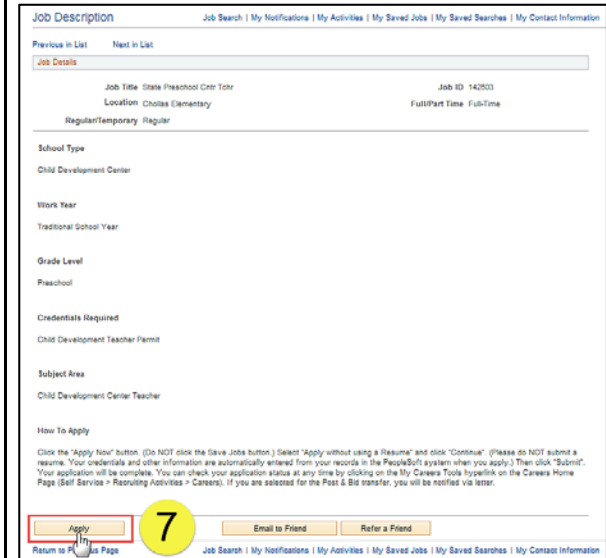
6.2 Click on **Job Title** link to view the job description.

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



**Step 7**  
**View Job Description**

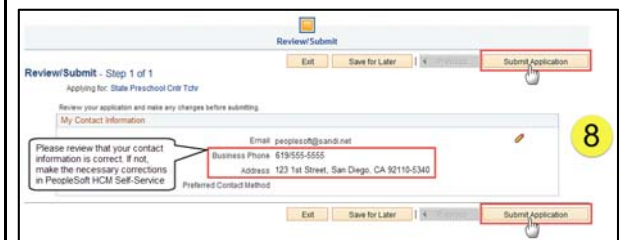
7.1 The Job Description page opens.  
 7.2 Click **Apply**.



**Step 8**  
**Submit Application**

8.1 On the Review/Submit page, verify that your contact information is correct, and click the **Submit Application** button. Your application will not be complete until you click the **Submit Application** button.

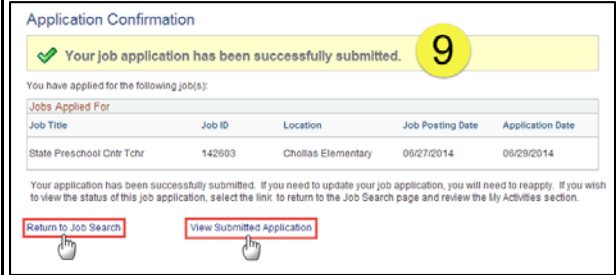
**Note:** If your contact information is not correct on the **Review/Submit** page, please go to **Self Service > Personal Information Summary**, and update your phone number and address. There is no need to update your email address as your business email address (sandi.net) is maintained by the district and any email contact from the district will go to your business email account.



**Step 9  
Application Confirmation**

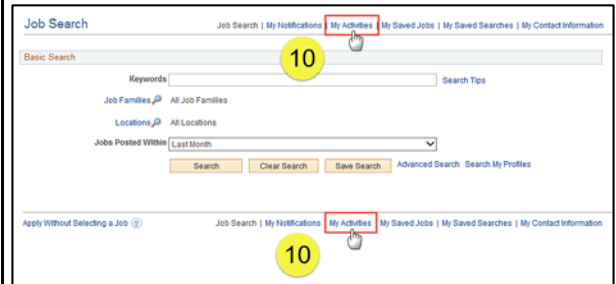
9.1 If you have a district email address you will receive confirmation that your job application has been successfully submitted. You can now click **Return to Job Search** or **View Submitted Application** link.

*Note:* If you are selected for the **Post & Bid** transfer, you will be notified via letter.



**Step 10  
My Activities**

10.1 You can check your application status at any time by clicking the **My Activities** link on the **Careers** page. **Self Service > Recruiting > Careers**



**Step 11  
View the list of jobs applied for**

11.1 **My Activities** pages shows the jobs you've applied for.

**Job Title**

Title of the position applied for

**Job ID**

ID number of the job applied for

**Location**

Location of the position applied for

**Status**

Submitted (or Not Submitted if the application was saved for later)

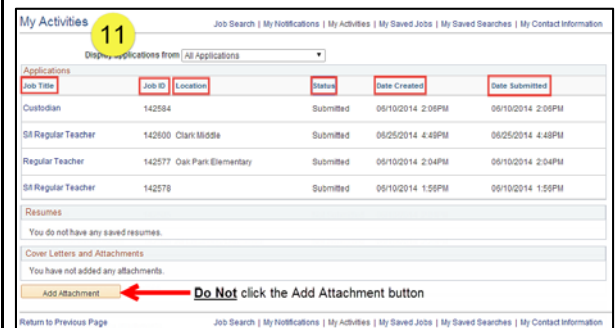
**Date Created**

Date you applied for the job

**Date Submitted**

Date application was submitted

*Note:* **Do Not** click the **Add Attachment** button. **Resumes are NOT ACCEPTED.**



## Step 12

12.1 After completing the application process, make sure to sign out by clicking the **Sign out** link.

Congratulations...you have successfully completed the application process!

Log back in whenever you would like to check the status of the job postings you have applied for.

**Navigate to: Self Service > Recruiting > Careers**

