

ADMINISTRATIVE CIRCULAR NO. 71
Office of the Superintendent

SAN DIEGO CITY SCHOOLS

Date: February 2, 2006

To: Principals, Division and Department Heads

Subject: 2006 SPRING INTERSESSION – CLERICAL AND
PARAEDUCATORS

Department and/or

Persons concerned: Principals, Division and Department Heads

Due Date: February 24, 2006

Reference: None

Action Requested: Complete and return bubble-scantron by due date.

Brief Explanation:

Attached is the clerical and paraeducator application for spring intersession employment. Priority is given to employees who regularly work at the site hosting intersession. For remaining intersession assignments, Office Technical Business Support (OTBS) positions will be staffed by district seniority and Paraeducator (PARA) positions will be staffed by classification seniority.

Any Guidance Assistants, Community Assistants, etc., should also use this application, but if hired, these employees may only work in clerical positions during intersession.

The enclosed bubble-scantron sheet application and completed sample application should be placed in the school office where they can be made available to all classified employees wishing to apply for spring intersession.

IMPORTANT CHANGE: In previous years, employees who applied for winter intersession did not have to reapply to work spring intersession. Starting this school year, employees who wish to work spring intersession will need to reapply.

Employees have the sole responsibility to correctly complete the scantron application. Incorrect scantron sheets cannot be read by the computer and will be rejected. To ensure this application is received on time and to be considered for work during the spring intersession, applications must be returned to Human Resources no later than February 24, 2006. **(Late applications will be accepted but will not be used for staffing unless there are more vacancies than the number of applications that were received on time.)** Please call Grace Gutierrez at (619) 725-8114, or e-mail at ggutierrez@sandi.net, if you have any questions.

Ruth G. Peshkoff
Chief Human Resources Officer

APPROVED:

A handwritten signature in black ink, appearing to read "Carl A. Cohn", with a long, sweeping horizontal flourish extending to the right.

Carl A. Cohn
Superintendent of Schools

RGP:gg

Attachments (1)

Distribution: Lists A, D, E, and F

GENERAL PURPOSE—20		SD CIE SAN DIEGO CITY SCHOOLS		NAME		LAST NAME FIRST																			
SOCIAL SECURITY NUMBER								NAME								LAST NAME FIRST									
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	Bubble grid for name entry								ADAMS
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	Bubble grid for name entry								ROBERT
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Bubble grid for name entry								
1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	Bubble grid for name entry								
2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	Bubble grid for name entry								
3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	Bubble grid for name entry								
4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	Bubble grid for name entry								
5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	Bubble grid for name entry								
6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	Bubble grid for name entry								
7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	Bubble grid for name entry								
8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	Bubble grid for name entry								
9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	Bubble grid for name entry								

USE NUMBER TWO PENCIL ONLY NO BALL POINT OR FELT TIP PENS

Attachment 1

San Diego City Schools
Human Resource Services Division

APPLICATION DEADLINE: FEBRUARY 24, 2006

2006 Spring Intersession

Directions: Read carefully, Use a No. 2 pencil only; no ballpoint or felt tip pen. Be careful to mark in designated spaces or bubbles only. Do not staple or fold. Do not leave any stray marks. **LATE APPLICATIONS WILL BE ACCEPTED BUT WILL NOT BE PROCESSED FOR STAFFING UNLESS THERE ARE MORE VACANCIES THAN THE NUMBER OF APPLICATIONS THAT WERE RECEIVED ON TIME.**

PeopleSoft Employee ID Number: Enter your Employee Identification number at the top left of the page beginning in box 1 and completely fill in the corresponding bubbles. Leave no blanks or hyphens between numbers (i.e. 123456). **DO NOT LIST YOUR SOCIAL SECURITY NUMBER.**

Name: Enter the letters of your name, last name first, in the column on the top right. Leave a blank space between your last and first name (i.e. Adams space Robert). Completely fill in the corresponding lettered bubbles. Please don't use nicknames or commas. If you run out of space, don't worry, we can identify you by your Employee Identification number.

Numbered Bubbles: (See attached sample). DO NOT PUT ANY MARKS IN BUBBLES TWO (2) THROUGH FIVE (5) ACROSS.

FOR PARAEducATORS ONLY

- Bilingual Spanish:** Bubble the first bubble on line 1 if you are fluent in Spanish.
- Special Education Assistant:** Bubble the first bubble on line 2 if you currently work as an SEA.
- Special Needs Assistant:** Bubble the first bubble on line 3 if you currently work as an SNA.
- Special Education Technician:** Bubble the first bubble on line 4 if you currently work as an SET.
- Instructional Behavior Technician:** Bubble the first bubble on line 5 if you currently work as an IBT.
- Behavior Support Assistant:** Bubble the first bubble on line 6 if you currently work as a BSA.
- Behavior Support Specialist:** Bubble the first bubble on line 7 if you currently work as a BSS.

FOR OTBS ONLY

DO NOT PUT ANY MARKS IN BUBBLES ONE (1) THROUGH SEVEN (7)

- Secretarial/Clerical/Bilingual Spanish:** Bubble the first bubble on line 8 if you are fluent in Spanish.
- Secretarial/Clerical Support:** Bubble the first bubble on line 9 if you have demonstrated ability using Zangle at the elementary level.
- Secretarial/Clerical Support:** Bubble the first bubble on line 10 if you have demonstrated ability using Zangle at the secondary level.

SIGNATURE: Please sign this application, include your home number, cell phone number and the name of the site where you currently work.

EMPLOYEES HAVE THE SOLE RESPONSIBILITY TO CORRECTLY COMPLETE THE SCANTRON SHEET. INCORRECT OR INCOMPLETE SCANTRON SHEETS CANNOT BE READ BY THE COMPUTER AND WILL BE REJECTED.

I understand that submission of an application is not an offer, or an assignment, for employment.

Robert Adams
Applicant's Signature
Adams Elem. (0003)
Current Work Location

619 123-4567
Home Phone with Area Code
858 890-1234
Cell Phone with Area Code

1	Y	N				
2	Y	N				
3	Y	N				
4	Y	N				
5	Y	N				
6	Y	N				
7	Y	N				
8	Y	N				
9	Y	N				
10	Y	N				
11	Y	N				
12	Y	N				
13	Y	N				
14	Y	N				
15	Y	N				
16	Y	N				
17	Y	N				
18	Y	N				
19	Y	N				
20	Y	N				

RETURN TO EUGENE BRUCKER EDUCATION CENTER, ROOM 1241,
ATTENTION: GRACE GUTIERREZ