

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** October 29, 2008

**To:** Year-Round School Principals, Division and Department Heads, and San Diego Education Association Representatives

**Subject:** 2009 WINTER CERTIFICATED INTERSESSION APPLICATIONS

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

**Due Date:** November 3, 2008

**Reference:** Collective Negotiations Contract between the San Diego Unified School District and the San Diego Education Association, 2006-2008 (Article 17)

**Action Requested:** Interested persons must submit online applications for intersession positions via PeopleSoft eRecruit. **Print and post a copy of the circular.**

**Brief Explanation:**

The winter intersession program for special education students will be held January 5 through January 16, 2009. To be considered for winter intersession employment, teachers with special education qualifications must submit an electronic application during the posting period of October 22 through November 3, 2008.

**THE PROGRAM**

The intersession program provides four hours of instruction each day, and five hours of pay.

**ELIGIBILITY**

Intersession assignments are contingent on availability of state funding and student enrollment, and may be cancelled if funding or student enrollment is insufficient. Offers of intersession employment will be made based on district needs and staffing requirements described in Article 17 of the negotiated contract between the Board of Education and the San Diego Education Association. First consideration will be given to the needs of the instructional program. Special education teaching assignments are offered depending upon the credentials, skills and experience required for each position.

Below are general guidelines for intersession staff selection:

1. Most recent performance evaluation rating was "Effective" in all areas
2. Grade level, subject, training, recency of experience and credentials
3. Availability to work the entire session
4. Most recent intersession employment
5. District seniority

### **COMPENSATION**

The Summer School/Intersession salary schedule can be accessed through the San Diego Unified School District website at [www.sandi.net](http://www.sandi.net).

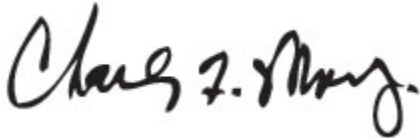
### **HOW TO APPLY**

For instructions on how to apply via eRecruit click on “Employment” and look under “Quick Links.” You may also access the page directly by typing [http://www.sandi.net/personnel/erecruit/Apply\\_on\\_eRecruit.pdf](http://www.sandi.net/personnel/erecruit/Apply_on_eRecruit.pdf) in your web browser. Please review the application directions carefully. Online applications submitted on or before the deadline will be used to determine staffing eligibility for intersession.

Questions regarding this circular or staffing certificated intersession may be directed to Theresa Chowdhury (619)725-8012 or [tchowdhury@sandi.net](mailto:tchowdhury@sandi.net).

Mariam L. True  
Executive Director  
Teacher Preparation and Student Support Division

APPROVED:



Chuck Morris  
Deputy Superintendent

MT:ra

Attachments

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

# 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">https://dwa.sandi.net</a></p>	
<p><b>Step 2</b></p> <p>2.1 Login using your six-digit employee ID and your password.</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.</p> <p>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 Sdc3463.</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: 619-725-7500.</li> </ul>	
<p><b>Step 3</b></p> <p>Click the <b>Human Resources 8.9</b> link.</p>	
<p><b>Step 4</b></p> <p>Navigate to <b>Self Service</b>→<b>Recruiting Activities</b>→<b>Careers</b></p> <p>4.1 For a basic search of all available Job Openings, Click <b>Search</b>.</p> <p><i>Note:</i> 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.</p> <p>4.2 Or, to search for Job Openings using criteria, click the <b>Advanced Search</b> hyperlink.</p>	

## Step 5 Search for Job

If you selected **Advanced Search...**

- 5.1 Enter your search criteria as follows:
- Make sure **Find Jobs Posting Within** is set to **“Anytime”**
  - To see jobs at a particular school or group of schools, click the school(s) you want in the **Select Locations** list. To select more than one school, hold the CTRL key while clicking the names of the schools you want.
  - To **Enter Keywords**, search for whole words only, such as “English”. (Partial word searches, such as “eng”, are not supported.) The keyword search is not case sensitive.
- 5.2 Click either **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, see “Clearing Your Cache” here: <http://www.sandi.net/peoplesoft/readandlearn/jobaids/index.asp>

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### Job Search

Advanced Job Search

Search Clear Save Search Basic Search Search Tips

Enter Keywords:

Select Locations:
 

- All Locations
- A.L.B.A. High School
- ALBA Com Day Schi-Linda Vst:
- Adams Elementary
- Alcott Elementary

To select multiple locations hold down the Ctrl key (Command key for Macs) while clicking selections

Select Job Families:
 

- All Job Families
- Building Services
- Clerical
- Construction/Maintenance/Rej
- Duplicating

Full Part Time:

Regular/Temporary:

Desired Pay:

Job Opening ID:

Recruiter:

Hiring Manager:

Find Jobs Posted Within: Last Month

Display Results Sorted By:

Search Clear Save Search Basic Search Search Tips

[Return to Previous Page](#)

## Step 6 View openings.

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

**Note:** The Posting 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 a **Posting Title** hyperlink to view the job description and obtain the Job ID number.

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

PeopleSoft.

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### Job Search

Click icon to view Quick Search criteria

17 Results Found

Search Results

Select All Deselect All Save Jobs Apply Now First Previous Next Last

Select	Opened	Posting Title	ID #	Job Family	Location
<input type="checkbox"/>	07/08/2006	<a href="#">Regular Teacher</a>	104777	Teacher, Classroom	Garfield Elementary
<input type="checkbox"/>	07/01/2006	<a href="#">May/July - Resource Specialist</a>	104743	Teacher, Classroom	Kroc Middle School
<input type="checkbox"/>	07/01/2006	<a href="#">May/July - ILS</a>	104744	Teacher, Classroom	Kroc Middle School
<input type="checkbox"/>	07/01/2006	<a href="#">May/July - ILS</a>	104745	Teacher, Classroom	De Portola Middle School
<input type="checkbox"/>	07/01/2006	<a href="#">May/July - ED</a>	104746	Teacher, Classroom	De Portola Middle School
<input type="checkbox"/>	07/01/2006	<a href="#">May/July - English</a>	104747	Teacher, Classroom	De Portola Middle School
<input type="checkbox"/>	07/01/2006	<a href="#">May/July - Humanities</a>	104750	Teacher, Classroom	San Diego SCPA
<input type="checkbox"/>	07/01/2006	<a href="#">May/July - 3rd Span. Immersion</a>	104751	Teacher, Classroom	Longfellow Elementary
<input type="checkbox"/>	07/01/2006	<a href="#">May/July - Math Teacher</a>	104752	Teacher, Classroom	Johnson Elementary
<input type="checkbox"/>	07/01/2006	<a href="#">May/July - ELA Resource Tchr.</a>	104753	Teacher, Non-Classroom	Bell Junior High

Select All Deselect All Save Jobs Apply Now Refer Friend

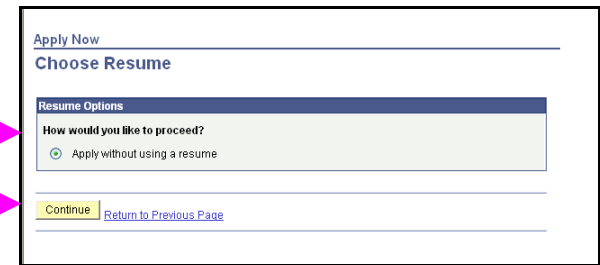
**Step 7**  
**View Job Description.**

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



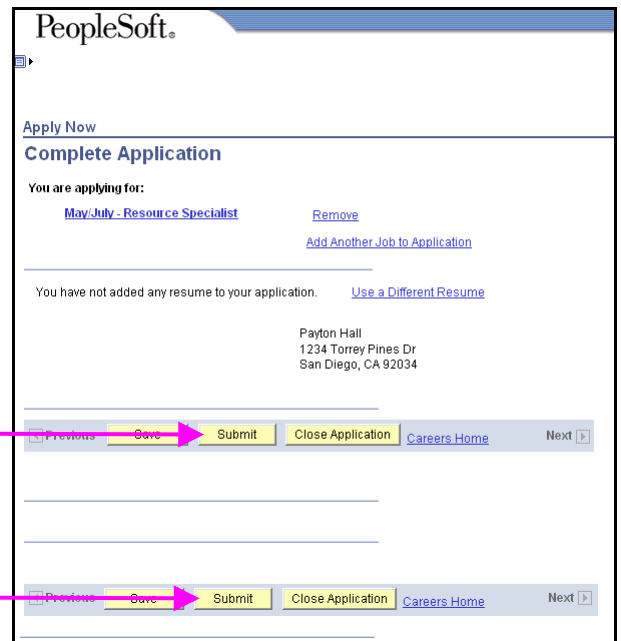
**Step 8**

- 8.1 Select **Apply Without Using a Resume** (the only option).
- 8.2 Click **Continue**.



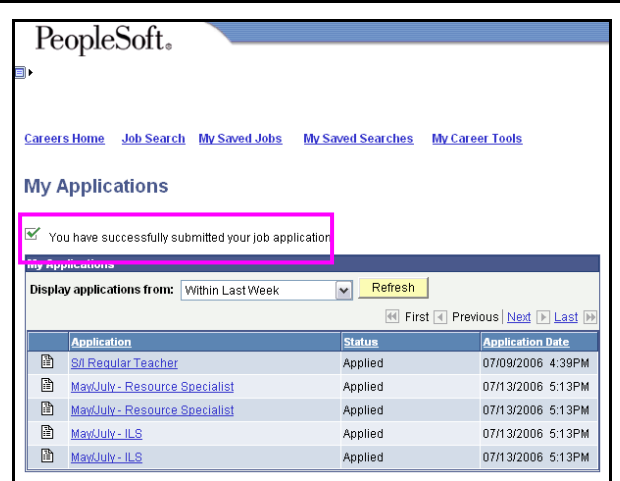
**Step 9**  
**Submit Application.**

- 9.1 Click **Submit**.



**Step 10**  
**Confirm Application submission.**

10.1 Application has been submitted.



**Step 11**  
**View the number of jobs applied for.**

11.1 Click the **My Careers Tools** hyperlink to view the jobs you've applied for and the statuses of those jobs.

Examples of statuses you may see include:

**Applied**

Confirms that you have applied for the job posting

**Routed**

Your application has been routed for Manager/Principal Consideration

**Hire Decided**

Manager/Principal has selected you for job posting

**Hired**

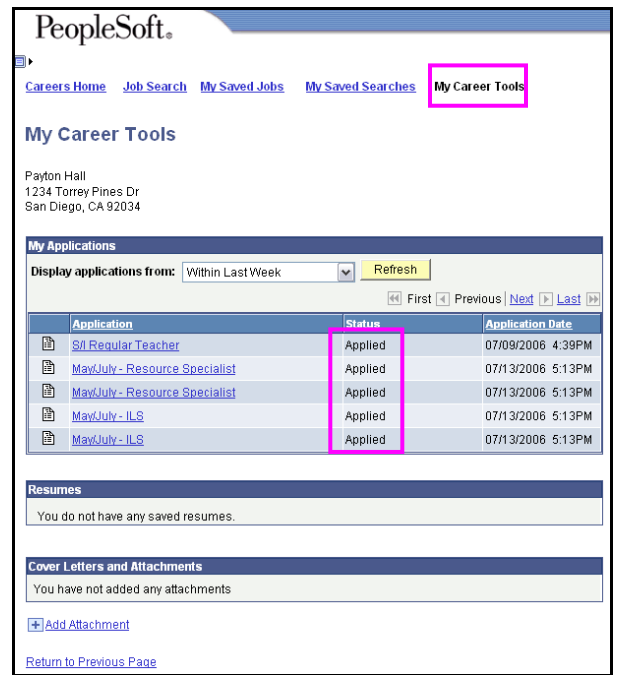
All processes complete both at hiring location/school site and HR. You have been hired into the position

**Rejected**

You were not selected for the job posting

**Notes:**

- This page does not display the Job Opening ID. See step 6 for instructions on obtaining the ID number.
- You can return to the My Career Tools page anytime to see the status of your applications.



**Step 12**

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.

