

**ADMINISTRATIVE CIRCULAR NO. 58**  
Office of the Superintendent

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** January 16, 2009

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

**Subject:** FEBRUARY POST AND BID FOR 2009-2010 SCHOOL YEAR

**Department and/or  
Persons Concerned:** School Principals, Division and Department Heads, Child Development  
Center Administrators and San Diego Education Association Representatives

**Due Date:** January 23, 2009

**Reference:** Collective Negotiations Contract between the San Diego Unified  
School District and the San Diego Education Association  
2006-2008 (Article 12, Section 12. 2)

**Action Requested:** Please complete and return attached Certificated Staffing Post and Bid  
Vacancy List. Read this circular carefully, noting new information  
about the PeopleSoft Recruiting Solutions process.

**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 expected vacancies for the 2009-2010 school year will be made available on-line. The list of vacancies can be viewed using any computer system that can access the Internet. Positions will be posted from February 6, 2009 through February 27, 2009.

**Positions To Be Posted:**

Administrators are encouraged to post all expected positions for the next school year. Please complete and return Attachment 1 for Elementary School vacancies, Attachment 2 for Middle/Alternative School vacancies or Attachment 3 for High School vacancies, listing all vacant positions and those held by temporary employees. **As a result of the PeopleSoft upgrade, a position number is required for a position to be posted.** Position numbers may be obtained from your Budget Analyst. The vacancy form must be submitted no later than January 23, 2009.

**In the event that the SDEA representative is unavailable to sign the form listing positions to be posted, the administrator shall forward a copy of the postings to SDEA at the same time that the posting is forwarded to Human Resource Services Division. (Refer to Article 12.2.3)**

**Eligibility To Bid:**

Bids from permanent, probationary, and Regional Occupational Program 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 33, Sections 33.6) Candidates must verify or be able to verify No Child Left Behind (NCLB) compliance with required credentials or certifications upon entering the position.

**Post Procedures:**

1. Bids will be accepted February 6, 2009 through February 27, 2009.
2. Bidders must meet the minimum qualifications of credential(s) and status. Other special assignment responsibilities may be stated on the position vacancy list. The required credential must be registered with HRSD before the close of the posting period.
3. HRSD will determine applicants' qualifications.
4. Applicants must verify or be able to verify No Child Left Behind (NCLB) compliance with required credentials or certifications upon entering the position.
5. Schools will notify applicant(s) of the results of the site selection process.
6. Unit members have 48 hours from the initial offer to accept or decline the position by telephone and/or e-mail.

**Selection And Rejection Of Applicants:**

It is recommended, and considered best Human Resources practice, for sites to interview all candidates whose names are received from Human Resources, or to waive all interviews entirely. Please complete the Select and Reject steps in PeopleSoft for all routed applicants, as explained in the PeopleSoft job aid. Sites need to report all selections within thirty (30) calendar days of receipt of names from Human Resources. If a selection is not made within the time frame, Human Resources will assign based on seniority.

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

**Elementary Sites:**

Eileen Sandifer (619) 725-8015

**Middle/Secondary Sites:**

Sonja Elston (619) 725-8093

Darin Noyes (619) 725-8019

Tim Asfazadour

Director, Human Resources

APPROVED:



Sam Wong

Chief Human Resources Officer

SW: drn

Attachments: (3)

Distribution: Lists A, D, E, and F