SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: May 7, 2009

To: Year-Round Principals, Division and Department Heads

Subject: 2009 YEAR ROUND SUMMER SCHOOL
                        CLASSIFIED SUPPORT STAFF

Department and/or
Persons concerned: Classified Staff

Due Date: May 22, 2009

Reference: None

Action requested: Complete and return scantron by due date.

Brief Explanation: A nineteen day Year Round Summer School Program will be offered at
                        one site for 8th grade students recommended for retention.

Attached is the clerical and Paraeducator application for Summer School employment.
Priority is given to employees who regularly work for the site hosting summer school and/or
employees at sending site schools. For remaining summer school assignments, Office
Technical Business Support (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.**

**Year Round Summer School assignments are contingent on availability of state funding
and student enrollment and may be canceled if funding or student enrollment is
insufficient. It may be necessary to modify the scope of the proposed Year Round
Summer School Program due to the state wide budget situation.**

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

Applications will also be accepted from supervisory employees (i.e. Supervising
Administrative Assistant and Supervising Elementary School Assistant, etcetera), who wish to
apply.

It is essential that any ten (10) month or eleven (11) month employee who wishes to work Year Round Summer School submit an application. Employees must be able to work the entire nineteen (19) days, July 27 – August 21, 2009.

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 Year Round Summer School.

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 the application is received on time and to be considered for work during the Year Round Summer School, applications must be returned to Human Resources Services Division no later than Friday May 22, 2009 by 5:00p.m.

Employees must have updated personal information in PeopleSoft (most importantly phone number for contact during staffing of Year Round Summer School).   To edit or change any information go to: http://www.sandi.net/ Click on "Employment" on the left hand side of the page. Click on HR Home on the top center of the page. Scroll down to "Employee Self Service".   Click on "Login to PeopleSoft Self Service". Read the instructions under Signing in to the People Soft Portal. An employee 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 619-725-7500.

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 contact Ester Victorio at (619) 725-8114 or e-mail at evictorio@sandi.net if you have any questions.

Donis Armenta
Director, Classified Personnel

APPROVED:

Sam Wong
Chief Human Resources Officer

SW:ev

Attachments (1)

Distribution Lists: A, D and I

EMPLOYEE ID NUMBER

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

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

RETURN TO EUGENE BRUCKER EDUCATION CENTER, ROOM 1241
APPLICATION DEADLINE May

"SAMPLE"   San Diego Unified School District
Human Resource Services Division   "SAMPLE"

2009 Year Round Summer School Application

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. No 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.**

PeopleSoft Employee ID number: Enter your PeopleSoft employee ID 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: Fill in the first bubble on line 1 if you are fluent in Spanish.
Special Education Assistant: Fill in the first bubble on line 2 if you currently work as an SEA.
Special Needs Assistant: Fill in the first bubble on line 3 if you currently work as an SNA.
Special Education Technician: Fill in the first bubble on line 4 if you currently work as an SET.
Instructional Behavior Technician: Fill in the first bubble on line 5 if you currently work as an IBT.
Behavior Support Assistant: Fill in the first bubble on line 6 if you currently work as a BSA.
Behavior Support Specialist: Fill in the first bubble on line 7 if you currently work as a BSS.
Campus Security Assistant: Fill in the first bubble on line 8 if you currently work as a CSA.

FOR OTBS ONLY
DO NOT PUT ANY MARKS IN BUBBLES ONE (1) THROUGH EIGHT (8)

Secretarial/Clerical/Bilingual Spanish: Fill in the first bubble on line 9 if you are fluent in Spanish.
Secretarial/Site Technician/Zangle Power User/Clerical: Fill in the first bubble on line 10 if you have demonstrated ability using Zangle at the elementary level.
Secretarial/Site Technician/Zangle Power User/Clerical Support: Fill in the first bubble on line 11 if you have demonstrated ability using Zangle at the secondary level.

SIGNATURE: Please sign and date this application; include 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.

Betty Smith   5/22/09   _Adams 003_
Applicant's Signature   Date   Current Work Location Name/No.

RETURN TO EUGENE BRUCKER EDUCATION CENTER, HR ROOM 1241,
ATTENTION: ESTER VICTORIO

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