

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: March 15, 2013
To: Traditional School Site Administrators, Year Round Site Administrators, Division and Department Heads, Managers
Subject: 2013 SUMMER SCHOOL - CLASSIFIED APPLICATION PROCESS

Department and/or Persons Concerned: Classified Staff

Due Date: April 26, 2013

Reference: None

Action Requested: Interested persons must complete and submit a bubble sheet for Clerical and Paraeducator Summer School Positions to Human Resources by the due date.
Principals, please print and post a copy of this circular with bubble-scantron sheet application attached.

Brief Explanation:

Attached is the application for summer school employment for Clerical and Paraeducators.

The Summer School program for San Diego Unified School District will be held as follows:
Elementary and Year Round Middle Schools: July 23, 2013 – August 16, 2013
Traditional Middle Schools: July 1, 2013- July 26, 2013
High Schools: June 24, 2013 – August 2, 2013.

Priority is given to employees who are assigned to the sites hosting summer school. For remaining summer school assignments, Office Technical Business Support (OTBS) positions will be staffed by district seniority and Paraeducation (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.**

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 summer school program due to the statewide budget situation.

Guidance Assistants, Attendance Assistants, Community Assistants, and supervisory employees (i.e. Supervising Administrative Assistant and Supervising Elementary School Assistant, etc.) should also use this application. If hired, these employees may only work in clerical positions during summer school.

It is essential that any ten-(10) month or eleven-(11) month employee who wishes to work summer school submits an application.

Any eleven-(11) month employee who wishes to work summer school beyond the end of their eleven month calendar must also apply.

The enclosed bubble-scantron sheet application and completed sample application should be placed in the school office in a visible location and should be made available to all classified employees who wish to apply for summer school.

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:

<http://www.sandi.net/sandi/site/default.asp>. Click on "Staff"; PeopleSoft Login; scroll down to "Human Resources 8.9", click on "Self Service", then Personal Information, and then click on 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 (619/209-HELP).

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 an application is received on time and is considered for work during summer school, **applications must be returned to Human Resources Services Division, Room 1241, no later than Friday, April 26, 2013.**

Late applications will be accepted but will not be used for staffing unless there are more vacancies than the number of applications received on time.

Please contact Ms. Leticia Saldivar at 619/725-8107 (email: lsaldivar@sandi.net) or Ms. Yolanda McKnight at 619/725-8067 (email: ymcknight@sandi.net) if you have any questions.

Lamont A. Jackson
Chief Human Resource Officer

APPROVED:



Philip R. Stover
Deputy Superintendent Business
Attachment

PS:LJ:ym

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

SUMMER SCHOOL DATES:

Elementary and Year Round Middle Schools: July 23 – August 16, 2013 (4 weeks)

Traditional Middle Schools: July 1, 2013 – July 26, 2013 (4 weeks)

High Schools: June 24, 2013 – August 2, 2013 (6 weeks)

SCHOOL START AND END TIMES:

All open sites will begin at their 2012-13 bell times.

PARAEDUCATOR ELIGIBILITY:

An eligibility list shall be formed and positions staffed such that the numbers of position openings are filled by the same number of eligible unit members, positions will be first offered to qualified applicants who are regularly assigned to the site hosting summer school. All applicants will be screened according to eligibility requirements set forth in the Paraeducators collective negotiations contract. Eligibility for selection to summer school positions shall be based on the following criteria:

1. Classification seniority.
2. Applicant's most recent evaluation rating of "Satisfactory."
3. Applicants currently assigned to the specific program, subject area and/or grade level as verified by the Human Resource Services Division.
4. Applicants must make themselves available for the entire summer school session.

OTBS ELIGIBILITY:

1. Applicants must be regularly employed by the District in a monthly assignment of eleven (11) months or less. Applicants must have an overall "satisfactory" rating on his/her most recent performance evaluation.
2. Applicants must meet the qualifications for the position to which the appointment is to be made, including demonstrated ability to use the District's Student Information System (SIS) for secretarial assignments at the elementary (except in special education programs where Student Information System Site Technician is provided) and to use the District's school administrative student information system for SIS Technician assignments at the secondary level.
3. Applicants must make themselves available for the entire summer school session.

OTBS ELIGIBILITY LIST:

Separate eligibility lists shall be formed for secondary and elementary summer school assignments; however, qualified applicants may be selected from either list.

- A. The Human Resource Services Division will normally give first opportunity to qualified applicants who are regularly assigned to the site hosting the summer school.
- B. For remaining summer school assignments eligibility lists of qualified applicants, order of district seniority will be used. The number of applicants on the eligibility lists shall equal the number of positions available plus twenty (20) for summer school. The Human Resource Services Division will select from among the applicants on the eligibility lists.

***NOTE:** There will be mandatory training for both Set Up and Maintenance.

Frequently asked questions:

Q: What is the salary for those hired to work summer school?

A: **Any employee who wishes to work summer school will be compensated at the rate of pay for the position classification to which he/she is assigned.**


Q: When will I be notified if hired for summer school?

A: **Notification/confirmation of employment will be verbally from Human Resources as assignments are made. All offers of employment are tentative due to the fact that some classes may close because of low enrollment.**

Q: What are some of the skills I need to work in an OTBS (clerical) position for summer school?

A: **Employees hired to work summer school must have Zangle enrollment, attendance, maintenance and report training and experience as well as PeopleSoft Time and Labor training and experience. Diversified general office experience is also ideal.**

Prepared by: Human Resource Services Division

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

RETURN TO EUGENE BRUCKER EDUCATION CENTER, ROOM 1241
APPLICATION DEADLINE: APRIL 26, 2013

"SAMPLE"

San Diego Unified School District
Human Resource Services Division

"SAMPLE"

2013 Traditional and 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. Please be sure to update your phone number in PeopleSoft so as not to miss out on any opportunity.

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.
- Special Education Behavior Technician: Fill in the first bubble on line 5 if you currently work as an SEBT.
- Bus Monitor: Fill in the first bubble on line 6 if you are interested in being a bus monitor.
- 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. Make sure your phone number is updated in PeopleSoft if you had a number change.

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.

Applicant's Signature Date Phone Current Work Location Name/No.

John Smith 3-18-13 456-7218 Adams 0003

RETURN TO EUGENE BRUCKER EDUCATION CENTER, HR ROOM 1241
ATTENTION: Ms. Yolanda McKnight/Leticia Saldivar, Human Resources Technicians

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