

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: January 13, 2015

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

Subject: FEBRUARY POST AND BID FOR 2015-2016 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 30, 2015

Reference: Article 12, Section 12.2 of Collective Negotiations Contract between the
San Diego Unified School District and the San Diego Education
Association.

Action Requested: Please complete and return the Certificated Staffing Post and Bid
Position Posting Spreadsheet. Please 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 2015-2016 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 10, 2015 through February 19, 2015.

Certificated Positions To Be Posted in February Post and Bid:

Administrators are encouraged to post all known funded vacancies for the 2015-2016 school year. Human Resources will email the spreadsheet to all School Principals, Division and Department Heads. Please complete and return the spreadsheet on all vacant positions and those held by temporary employees. **A position number is required for each posting.** Positions that do not contain a valid position number **will not be processed.** Position numbers may be obtained by running your Allocation Status Report. The vacancy form must be submitted no later than January 30, 2015.

The site or program administrator responsible for developing job postings shall provide the association representative with the opportunity to review and sign the list of proposed postings prior to forwarding to the Human Resource Services Division, for review and final posting. In the event that the association representative is unavailable, the administrator shall forward a copy of the postings to the Association at the same time that the postings are forwarded to the Human Resource Services Division. (Refer to Article 12.2.11)

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 32, Sections 32.6)

All special education and regular education teaching positions will be posted as requiring an English Learner Authorization. ESEA (formerly NCLB) compliance will be required for all core subject area assignments. ESEA compliance for regular education core area assignments 6th grade and below (excluding visual and performing arts) can be verified by either the elementary or secondary criteria.

ESEA compliance for regular education core area assignments for grades 7-12 and all visual and performing art assignments must be verified by the secondary criteria. ESEA compliance for core area special education K-8 assignments can be verified by either the elementary or secondary criteria. ESEA compliance for special education core area assignments for grades 9-12 must be verified by the secondary criteria. Candidates must meet all state and federal requirements and have the required credential for the assignment on file with the District at the time of the closing to the posting period.

Post Procedures

- 1. Review instructions carefully.**
- 2. Position posting spreadsheet must be turned in to HR by January 30, 2015.**
- 3. Provide a valid position number for each position. If no valid position number is provided the position will not be posted.**
- 4. Please ensure that all Post and Bid Position Posting spreadsheets submitted are signed and dated by the site Principal and the site association representative.**

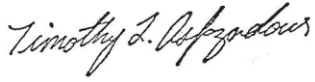
Selection and Rejection of Applicants:

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. You can also access the directions directly by typing http://www.sandi.net/cms/lib/CA01001235/Centricity/Domain/129/peoplesoft/human%20resources%20peoplesoft/handbooks/HRSA_Recruiting_Solutions.pdf . Once the post and bid process is complete and a selection has been made, Human Resources will transfer the selected employee into the position as posted and will update PeopleSoft. **PARs are not required for Post and Bid transfers, unless the employee will be assigned to more than one position number.** Sites must report all selections within thirty (30) calendar days of receipt of names from HRSD. If a selection is not made within the time frame, Human Resources will assign based on seniority.

Questions regarding staffing may be referred to Dao Nguyen at (619)725-7248.

APPROVED:

A handwritten signature in cursive script that reads "Timothy A. Asfazadour".

Timothy Asfazadour
Chief Human Resources Officer

TA: ph
Distribution: Lists A, D, E, and F