

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: February 15, 2023

To: School Site Administrators, Division and Department Heads, Managers, California School Employees Association Representatives, Classified Staff and Area Superintendents.

Subject: **2023 SUMMER SCHOOL AND EXTENDED SCHOOL YEAR (ESY) CLASSIFIED APPLICATIONS ON-LINE PROCESS**

Department and/or Persons Concerned: Classified Staff

Due Date: May 5, 2023

Reference: None

Action Requested: Interested persons must complete an online application for OTBS Summer School Positions through PeopleSoft by the due date. Interested persons must complete an online preference form for PARA Summer School Positions through Google by the due date.

Brief Explanation:

The Summer School and Extended School Year (ESY) programs for San Diego Unified School District will be held during the following dates/times:

- Elementary and Middle schools: June 20 - July 21, 8:00 a.m.- 1:00 p.m.
 - Foster Elementary, 9:30 a.m.- 2:30 p.m.
- High Schools: June 20 - July 21, 9:30 a.m.- 2:30 p.m.
- Garfield: June 20 - July 14, 8:30 a.m.- 2:45 p.m.
- TRACE: June 20 - July 21, 9:30 a.m.- 3:30 p.m.
- Twain: June 20 - July 14, 8:30 a.m.- 2:00 p.m.
- Virtual Academy: July 21, 8:00 a.m.- 1:00 p.m.
- Specialized Settings at Marcy/New Dawn: June 20 - July 21, 9:30 a.m.- 2:30 p.m.
- Specialized Settings at Riley: June 20 - July 21, 9:30 a.m.- 3:30 p.m.
- Specialized Settings at Whittier (K-12): June 20 - July 14, 8:00 a.m.- 1:00 p.m.

ELIGIBILITY CRITERIA:

Eligibility for selection to **Summer School** or **ESY** positions shall be based on the applicant meeting the following criteria:

- 1) Regular employment by the District in a monthly assignment. Applicants must hold a monthly position within the PARA unit or OTBS unit at the time their application is submitted in order to be eligible for a summer school or ESY assignment.
- 2) An overall “satisfactory” rating on applicant’s most recent performance evaluation.
- 3) Applicant meets the qualification for the specific position.
- 4) Available for the entire Summer School or ESY assignment.

SUMMER SCHOOL AND ESY STAFFING INFORMATION:

- Summer School and ESY assignments will be posted from April 24 - May 5.
- Summer School and ESY positions are 8 hours a day. You must be available for the full 8 hours.
- Applicants must apply to be selected for a summer school/ESY position.
- Summer School and ESY assignments are contingent on student enrollment and assignments may be canceled if student enrollment is insufficient.
- Unit members should apply to Summer School and ESY positions in their current classifications. Unit members may choose as many options as desired within their current job classification. *Lead Paraeducator Independence Facilitators (PIF) must only apply to PIF positions if interested in working.
- Per the collective bargaining agreement, priority will be given to employees who are currently assigned to the sites hosting Summer School and ESY.
 - You will be given site priority if you hold the classification that is posted.
- Please note, any current eleven (11) month employees who wish to work beyond the end of their eleven (11) month work year, must still submit an on-line application.
- **Seniority dates will be used for staffing assignments.**
 - **Employees are requested to review their seniority date.**
 - In order to ensure that seniority dates are accurate and current, Human Resources staff request that employees use the link below to access the electronic employment information validation module or access the page in PeopleSoft HR under Self Service > Class Seniority Dt Verification:
https://dwa.sandi.net/psp/hcm/EMPLOYEE/HRMS/c/SD_DUMMY_MENU.SD_CLAS_VERIF.GBL?FolderPath=PORTAL_ROOT_OBJECT.CO_EMPLOYEE_SELF_SERVICE.SD_CLAS_VERIF_GBL&IsFolder=false&IgnoreParamTempl=FolderPath%2cIsFolder

FOR PARAEDUCATORS ONLY

Elementary and Secondary Positions:

Behavior Support Specialist
Braille Compensatory Skills Assistant II
Campus Security Assistant (Secondary Only)
Community Assistant I
Community Home Education School Assistant
Deaf Adult Services Interpreter
Educational Interpreter & Senior Educational Interpreter
Educational Transcriber I, II & III
Independent Study Assistant
Lead Educational Transcriber
Noon Duty
Non-Public Schools Bus Monitor
Paraeducator Independence Facilitator
Special Education Assistant
Special Education Assistant - Signing
Special Education Technician
Special Education Technician (Bil/Sign)
Special Education Behavior Technician
Special Education Braille Assistant I & II

FOR OFFICE-TECHNICAL AND BUSINESS SERVICES ONLY

Secretarial /Clerical Positions:

Administrative Aide (Secondary)
Administrative Assistant I (Secondary)
Clerk Typist I/School Clerical Assistant (Elementary)
Computer Support Technician
Elementary School Assistant (Elementary)
High School Registrar (Secondary)
School Clerk I (Elementary)

School Clerk II (Secondary)
School General Secretary II
School Library Technician II (Secondary)
Secretary II
Student Information Systems Site Technician II (Secondary)

HOW TO APPLY:

Summer School and ESY assignments will be posted from April 24 - May 5.

Please Note:

Employees have the sole responsibility to correctly complete the online application and preference form. To ensure online applications and preference forms are received on time and are considered for work during the Summer School and ESY period, online applications and preference forms must be submitted electronically no later than May 5, 2023. Applicants must have a district e-mail address in order to receive an email notification confirming they have successfully applied on-line. (*Applicants may contact the Information Technology help desk for assistance at 619-209-4357, 619-209-HELP to establish a district email account.*) After submission of an application, the applicant should receive the confirmation email. If not received, the applicant did not apply/submit the applications correctly.

To Apply for Paraeducator Positions:

Before attempting to visit the Google form, applicants must first log in under their sandi.net email address. The Google form is [2023 PARA Summer School and ESY Staffing](#) or type in the web address: <https://forms.gle/FjLePveDrHXmEuiR7>. Applicants should submit their preferences for Summer School and ESY positions in the order of importance to them. Step-by-step instructions for using the Google form are attached. Please note that the form will not be active until April 24, 2023. If more than one form is submitted by an applicant, Human Resources staff will base an applicant's placement on the last form submitted.

Applicants should only apply for positions within their current job classification. Assignments will not be made outside of an applicant's current job classification. Additionally, applicants are encouraged to select as many assignments as they would be interested in working. Multiple selections should be made in the order of interest by the applicant. Applicants will be placed in the first assignment that is available in their order of preference. If a position is not listed as a selection on the preference form, the applicant will not be eligible for that assignment.

To Apply for Office-Technical and Business Services (OTBS) Positions:

Postings will go live on eRecruit on April 24, 2023.

For instructions on how to apply via eRecruit, please see the attached Job Aid or visit the sandi.net website and go to: Home > Staff Portal > Departments > Human Resources > Information for

Classified Staff. Please review the application directions carefully on the step by step instructions using eRecruit to apply for a job. On-line applications submitted on or before the deadline will be used to determine staffing eligibility for summer school.

NOTIFICATION OF SUMMER SCHOOL OR ESY EMPLOYMENT ASSIGNMENTS:

For PARA assignments, notification of Summer School or ESY employment will be done via email. Applicants will only be considered for positions for which they apply and are deemed eligible.

For OTBS assignments, notification of Summer School or ESY employment will be done via email. Applicants will only be considered for positions for which they apply and are deemed eligible.

CONTACT INFORMATION:

Applicants are responsible for updating or confirming their personal information in PeopleSoft. Human Resources staff must have a current phone number in order to contact applicants via phone if necessary when staffing Summer School and ESY.

To edit or change personal information in PeopleSoft:

Go to sandi.net/staff, click on Staff Portal, log in, under ERO click on “View All” and find “PeopleSoft - HCM”. To update your information, after logging in go to: Main Menu > Self Service > Personal Information > Phone Numbers. You will need to establish a password in order to view your personal information. If additional help is needed, please call the Information Technology Department at 619-209-4357 (209-HELP).

For PeopleSoft technical support contact:

Systems Analyst, Cleo Gonzales: cgonzales@sandi.net

For Summer School or ESY general staffing questions contact:

Confidential Administrative Assistant I, Tucker Alexander: summerschool@sandi.net

APPROVED:

Acacia Thede
Chief Human Resources Officer

AT:sb

Attachment(s): [Apply For Jobs Using eRecruit](#)