SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: ~~May 6, 2020~~ **Revised May 13, 2020**

To: Traditional School Site Administrators, Year Round Site Administrators, Division and Department Heads, Managers, Classified Staff and Area Superintendents

Subject: 2020 SUMMER SCHOOL AND EXTENDED SCHOOL YEAR (ESY) CLASSIFIED APPLICATIONS ON-LINE PROCESS

Department and/or
Persons Concerned: Classified Staff

Due Date: May 22, 2020

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 2020 Summer School and Extended School Year (ESY) programs for San Diego Unified School District students will be held according to the dates below. **All programs will be delivered using Distance Learning Platforms. Students, teachers and staff will not report to a location.** *Please note: locations listed in the circular are for the purposes of enrollment and grading.*

High School Summer School (credit recovery): June 22 through July 31, 2020.
Garfield and Twain High Schools (credit recovery): June 11 through July 8, 2020.

The Extended School Year (ESY) program for San Diego Unified School District will be held during the following times:

- Elementary and Middle schools on traditional calendar: June 22 through July 17, 2020 (Whittier)
- Elementary and middle schools on a year-round calendar: July 27 through August 21, 2020 (Language Academy)
- Specialized Settings (Marcy & New Dawn): June 15 through July 24, 2020
- Specialized Settings- Alcott Infant Program, Riley K-8, and Whitter PreK- 8: June **22** through July **17**, 2020.

- Non-Credit Recovery ESY High School, June 22- July 31 (Whittier)

ELIGIBILITY CRITERIA:
Eligibility for selection to Summer School or ESY positions shall be based on the following criteria:

1. Regular employment by the District in a monthly assignment
2. An overall "satisfactory" rating on applicant's most recent performance evaluation
3. Meets the qualification for the specific position
4. Available for the entire Summer School or ESY assignment unless the unit member and the supervisor agree to a modification

STAFFING:
Summer School and ESY assignments will be posted from May 11 to 22, 2020.

Summer School and ESY assignments are contingent on availability of state funding and student enrollment and may be canceled if funding or student enrollment is insufficient.

Unit members should only apply to Summer School and ESY positons in their current classifications; all employees will be working remotely in support of Distance Learning.

Please note, any current eleven (11) month employee who wishes to work beyond the end of their eleven (11) month work year, must still submit an on-line application.

For PARA & OTBS assignments, notification of employment will be done via email. Applicants will only be considered for positions for which they apply and are deemed eligible. Assignments will be staffed in order of preference, home site location, classification, and district seniority.

FOR PARA ONLY

Community Home Education School Assistant
Educational Interpreter
Sr. Educational Interpreter
Educational Transcriber II & III
Independent Study Assistant
Special Education Assistant
Special Education Assistant - Signing
Special Education Technician
Special Education Technician – Signing
Special Education Behavior Technician
Special Education Braille Assistant

Special Education Physical & Health Disabilities – Special Technologies Assistant

FOR OTBS ONLY

School Clerk II
High School Registrar
Student Information Systems Site Technician II (Secondary)

CONTACT INFORMATION:
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 and ESY.

To edit or change your information in PeopleSoft go to:
www.sandi.net/staff , click on Staff Portal, log in, under ERO click on "View All" and find "PeopleSoft - HCM".   After logging in, click "Main Menu", then "Self Service", then "Personal Information", "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 (209-HELP).

Please review your seniority date. In order to ensure that your seniority date is accurate and current, please use the link below to access the electronic employment information validation module or access the page in PeopleSoft HR under Self Service > Class SeniorityDt 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

Employees have the sole responsibility to correctly complete the online application or preference form. To ensure your online application or preference form is received on time and is considered for work during the Summer School and ESY period, online applications and preference forms must be submitted electronically no later than May 22, 2020. You must have a district e-mail address in order to receive an e-mail confirmation that you successfully applied on-line. Please contact the Information Technology help desk for assistance at (619) 209-4357 (209-HELP) to establish a district e-mail account. If you do not receive a confirmation, you did not apply/submit your application correctly.

HOW TO APPLY:

For PARA Positions:
Visit the googleform linked here or type in the web address:
https://forms.gle/rY913ork1Fts8KuQ6. Submit your preferences for Summer School and ESY positions in order of importance to you. Step-by-step instructions for using the googleform are attached. Please note that the form will not be active until May 11, 2020.

For OTBS Positions:
Postings will go live on eRecruit on May 11, 2020.

For instructions on how to apply via eRecruit, please see the attached Job Aid or visit the
www.sandi.net website and go to: Home > Departments > Human Resources > Classified
Postings in your web browser. 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.

For PeopleSoft technical support contact:

      Systems Analyst, Cleo Gonzales   cgonzales@sandi.net

For general questions regarding Summer School or ESY staffing, contact:

      Kimberly Guthrie   kguthrie@sandi.net
      Special Ed Compliance Officer

Approved:

Acacia Thede

Acacia Thede
Chief Human Resources Officer

AT:EH

Attachment (1)