

ADMINISTRATIVE CIRCULAR NO. 51

Office of the Executive Director, Human
Resources

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: February 8, 2018

To: Traditional School Site Administrators, Year Round Site Administrators, Division and Department Heads, Managers, San Diego Education Association Representatives, Child Development Center Administrators, Certificated Staff and Area Superintendents

Subject: 2018 SAN DIEGO STATE UPWARD BOUND SUMMER SCHOOL PROGRAM

Department and/or Persons Concerned: Certificated Staff

Due Date: February 20, 2018

Reference: Collective Negotiations Contract between the San Diego Unified School District and the San Diego Education Association, 2014-2017 (Article 17)

Action Requested: Interested persons must submit online applications for Summer School Positions via PeopleSoft eRecruit.
Principals, please print and post a copy of this circular.

Brief Explanation:

The San Diego State University's (SDSU) Summer 2018 Upward Bound Program for San Diego Unified students will be held June 15, 2018 – July 19, 2018, on SDSU's campus.

A total of three certificated teachers will be needed to service the program, including two Social Studies teachers and one English teacher, beginning Friday, June 15, 2018. This program serves students from Crawford, Hoover, Morse, and San Diego High Schools.

To be considered for the SDSU Summer Upward Bound Program employment, teachers who meet the qualifications must submit an electronic application during the posting period of February 5, 2018–February 20, 2018.

THE PROGRAM

The Summer School Programs provide four hours of instruction each day, and five

hours of pay. This high school program will be a twenty-four days program. In addition, selected staff will be required to attend two additional days for “all-staff” orientation and debrief meeting. The required hours of service for each teacher are indicated as follows:

- Teacher Instructional Days:
 - Friday, June 15, 2018 – Thursday, July 19, 2018
 - Monday – Friday, from 8:00 a.m. – 12:00 p.m.
- Selected teachers will be required to attend an “All-Staff Orientation/Training” on: Saturday, June 2, 2018, from 8:00 a.m. – 3:00 p.m.
- Selected teachers will be required to attend an “All-Staff Debrief Meeting” on: Friday, July 20, 2018, from 10:00 a.m. – 12:00 p.m.

The instructional program will include the following courses:

- One teacher for Economics (Social Studies)
- One teacher for Government (Social Studies)
- One teacher for Public Speaking (English)

ELIGIBILITY

This summer program is contingent on availability of federal funding and student enrollment, and may be cancelled if funding or student enrollment is insufficient.

Offers of summer employment will be made based on district needs and staffing requirements described in Article 17 of the negotiated contract between the District and the San Diego Education Association. First consideration will be given to the needs of the instructional program.

Experience with SDSU Upward Bound Program and working with underserved students and/or first-generation college students is preferred. Interviews will be conducted for all qualified candidates.

Below are general guidelines for the staffing selection process:

1. Most recent performance evaluation rating was “Effective” in all areas
2. Grade level, subject, training, recency of experience and credentials
3. Availability to work the entire session instructional days outlined
4. Most recent Summer School employment
5. District seniority

COMPENSATION

The Summer School and ESY salary schedule can be accessed through the San Diego Unified School District's website at www.sandi.net.

HOW TO APPLY

For instructions on how to apply via eRecruit, please visit the www.sandi.net website and go to: Home > Departments > Human Resources > Certificated Postings in your web browser. Please review the application directions carefully. Online applications submitted on or before the deadline will be used to determine staffing eligibility for the SDSU summer program.

Questions regarding this circular may be directed to:

Veronica Ortega, Operations Specialist Office of Secondary Schools at 619-725-7284 or
Franny Del Carmen-Aguilar, Program Manager Office of Secondary Schools at
619-725-7255.

APPROVED:



Acacia Thede
Executive Director, Human Resources

AT:dn

Attachment (1)