

ADMINISTRATIVE CIRCULAR NO. 59

Human Resources Services Division

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: April 5, 2023

To: School Principals, Division and Department Heads, and SDEA Representatives

Subject: **MAY POST AND BID FOR 2023-2024 SCHOOL YEAR**

Department and/or Persons Concerned: All Certificated Staff

Due Date: May 10, 2023

Reference: Article 12 of the SDEA/SDUSD Collective Negotiations Contract

Action Requested: Certificated staff members need to review explanation of transfer provisions in the current contract before submission of electronic bids. Submit electronic bids during the posting period of May 1, 2023 through May 10, 2023.

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 known, funded vacancies for the 2023-2024 school year will be posted online. The list of vacancies can be viewed using any computer system that can access the internet. Positions will be posted from May 1, 2023 through May 10, 2023.

Eligibility to Bid

Bids from permanent, probationary, and College and Career Technical Education 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. All mild/moderate teaching positions will be posted as requiring an Autism Authorization.

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 of the posting period.

How to Apply

All bids for the May Post and Bid will be made via PeopleSoft eRecruit module. This process is fast, easy and usually takes five minutes or less to complete. Directions for applying online are attached to this circular.

Post Procedures

1. Bids will be accepted from May 1, 2023 through May 10, 2023.
2. Applicants must meet the minimum qualifications of credential(s) and employment status by the closing of the posting period. Other special assignment responsibilities may be stated on the position vacancy list. **The required credential must be registered with the California Commission on Teacher Credentialing and HR before the close of the posting period.**
3. HR will determine applicants' qualifications.
4. Schools will notify applicant(s) of the results of the site selection process.
5. Unit members have 48 hours or other mutually agreed-upon period of time from the initial offer to accept or decline the position by telephone and/or e-mail.

Questions regarding staffing may be referred to the following support staff:

Area 5 and Area 6	Jessica Edney – jedney@sandi.net
Area 2 and Area 3	Pala Engle – pengle@sandi.net
Area 1 and Area 4	Cecilia Galvez – cgalvez@sandi.net

APPROVED:

Mary Wager
(Interim) Sr. Executive Director, Human Services

MW:nv

Attachment(s):

Attachment A: [How to Apply for Jobs Using eRecruit](#)