

## FREQUENTLY ASKED QUESTIONS

### How can I become employed with the San Dieguito Union High School District?

All classified (non-teaching) positions are filled through a competitive process under the Merit System. Utilization of this process ensures that positions are filled with individuals who meet the minimum qualifications including experience, knowledge and abilities required of each position. When a vacancy occurs, it is posted on an online application system, Edjoin.org. The posting remains open for a minimum of 15 business days. Applicants who demonstrate the possession of the minimum screening criteria on the application, will be invited to compete in an examination which consists of any combination of multiple-choice, performance, and qualifications appraisal interview components. Those who are successful on all exam components will be placed on an eligibility list for the classification (job title) in order of their overall exam score. The hiring manager will then interview candidates who are in the top three ranks on the eligibility list. Lists are valid for six months. As vacancies are filled, eligibles will move up the list and may then be considered for future openings during the life of the list.

### The District covers a large geographical area. What if I am only interested in positions at certain school sites or in a certain area?

Because eligibility lists are established to fill both immediate vacancies as well as those which may occur in a six month period, an applicant should complete an application when he/she sees a posting for any job title in which he/she is interested. Those candidates who may not have an interest in working at every location have the option to waive (pass on a selection interview) within a specified limit.

### What can I expect on the exam?

Exams are tailored to the knowledge and abilities required of the classification. It is always a good idea to reference the knowledge and abilities required of the position to prepare for the exam. Typically, the exams can be categorized as follows:

**Multiple-choice:** The exam will consist of several categories depending upon the classification. Examples of categories include, but are not limited to: grammar, spelling, punctuation, reading comprehension basic math, safety, and principles or practices of the trade or profession. This exam is typically 20% of the overall exam score.

**Performance:** Examples include the performance of tasks typically used on the job: writing exercises such as composing correspondence, software applications such as the use of Microsoft Word and Excel, and demonstrations of carpentry, electrical, plumbing or other trades skills. This exam is typically 30% of the overall exam score.

Applicants who wish to learn or refresh their basic skills in Microsoft Word and Excel can take “hands on” classes, followed by frequent, repeated practice. Finding opportunities to use these skills reinforces the ability to retain the skills. Here are links to free and low-cost classes in San Diego County:

San Diego Continuing Education

<http://www.sdce.edu/>

Poway Adult School

<https://www.powayusd.com/en-US/Departments/CareerTechnicalAdultEd/PAS/Home>

Mira Costa Continuing Education

<http://www.miracosta.edu/instruction/continuingeducation/>

Qualifications Appraisal Interview (QAI): This exam is administered by a panel of subject matter experts. Typically, there are eight to twelve questions on the exam. Questions may be experience-based, situational-based, or knowledge-based. The panel members score the candidate’s responses based on a scoring rubric. This exam is typically 50% of the overall exam score.

If I am selected for a job, what salary will I earn?

Each classification (job title) is allocated to a specific salary range on a salary schedule. Salary schedules are posted on the District website [Classified Personnel](#) . Current District policy states that new hires start at Step 1 of the designated salary range. Positions which are difficult to fill, typically based on whether there is a sufficient pool of qualified candidates, may have the option to be placed at an advanced step.

Each year, the employee advances one step on the schedule until he/she reaches the maximum, Step seven. In addition to the base rate of pay, employees may earn stipends such as longevity or night shift.

Does the District offer a benefits package?

Yes. Benefits for employees include medical, dental, and life insurance. In general, employees who work a minimum of 20 hours per week are eligible for the standard benefits options (alternate plans exist in some cases). Employees receive a Flexible Spending Account each month (10 month cycle) to be used towards coverage for the employee and eligible dependents. Depending upon the plan selected and the number of dependents covered, an employee may then either receive the balance of the flex dollars for the month on the paycheck or pay an additional premium for the difference. Information regarding benefits can be viewed on the District website [Classified Personnel](#) .

In addition to insurance coverage, benefits include vacation, holiday and sick leave days.