



Sequoia Union High School District
Human Resources

CERTIFICATED FREQUENTLY ASKED QUESTIONS

Q: Whom may I contact for more information on a job posting?

A: The hiring is done at each school site; for more information, please contact the school or program to whom you are applying. A contact person should be listed on the EdJoin job posting.

Q: What is the deadline for filing units for salary reclassification?

A: Units can be turned in at any time prior to February 1st of the school year. Reclassification starts the first of the month following the filing of transcripts. Employees requesting reclassification to start at the beginning of the school year must file a "statement of intent" form with personnel office on the last business day of April and must submit all transcripts by October 15.

Q: What is TIPS?

A: TIPS (teacher induction program) offers first and second year teachers individualized support to help with the transition from Teach Preparation Programs to full time teaching. Through this two-year program teachers with a preliminary credential have the opportunity to obtain a clear credential. Teachers work with an advisor on formative assessment activities including goal-setting, collecting evidence, and measuring practice against standards. Teachers also attend professional development that addresses issues such as EL strategies, classroom management, and technology. Teachers with a clear credential may also participate in the program and receive support through the first two years of teaching.

Q: How do I report absences?

A: All certificated employees must report absences through Aesop. You can access Aesop through the Internet at www.aesoponline.com or 1-800-942-3767.

Q: I don't remember my log in and pin for Aesop, what do I do?

A: If you are having problems with you log in and pin, please contact the Substitute Teacher Staffing Technician at (650) 369-1411 x22225.

Q: How do I make changes to my work year calendar (administrator)?

A: Each administrator must submit a work calendar to Human Resources. Changes to work year calendars must be resubmitted to HR. This can be done by changing the original calendar or submitting a new calendar.