



# ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 7233

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CATEGORY: **Personnel, Certificated Staff**

EFFECTIVE: **1-29-62**

SUBJECT: **Schedule of Extended-Day Units**

REVISED: **05-18-06**

## A. PURPOSE AND SCOPE

1. To establish a schedule for current extended-day units and unit allotments for senior high schools, specify payment dates and the dollar value of each unit, and establish standard titles for extended-day assignments.
2. **Related Procedure:**  
Extended-day assignments, teachers ..... 7232

## B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: F-2000, F-2350, I-1150; San Diego Education Association (SDEA) Collective Negotiations Contract, Section 7.02.

## C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Budget Operations Department, Financial Operations Division, Office of the Chief Administrative Officer.
2. *On January 13, 2004, the Board of Education approved a site-based budgeting process for unrestricted allocations at school sites. As a result, paragraph C.8 of this procedure has been suspended.*
3. **Athletic Activities**

| Assignment                                 | No. of Units Per Assignment |
|--|-----------------------------|
| Badminton Coach, Co-ed Team                | 2.5                         |
| Baseball Coach, Head, Boys' Team           | 3                           |
| Baseball Coach, Asst., or JV, Boys' Team   | 2.5                         |
| Basketball Coach, Head, Boys' Team         | 4                           |
| Basketball Coach, Asst. or JV, Boys' Team  | 3                           |
| Basketball Coach, Head, Girls' Team        | 4                           |
| Basketball Coach, Asst. or JV, Girls' Team | 3                           |
| Cross Country Coach, Boys and Girls        | 3                           |
| Field Hockey Coach, Girls' Team            | 3                           |
| Football Coach, Head, Boys' Team           | 5                           |
| Football Coach, Asst. or JV, Boys' Team    | 3.5                         |
| Football Coach, Asst. or JV, Boys' Team    | 3.5                         |
| Football Coach, Asst. or JV, Boys' Team    | 3.5                         |

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|   |          |
|---|----------|
| Soccer Coach, Boys' Team                  | 3        |
| Soccer Coach, Asst. or JV Boys' Team      | 2        |
| Soccer Coach, Girls' Team                 | 3        |
| Soccer Coach, Asst. or JV Girls' Team     | 2        |
| Softball Coach, Girls' Team               | 3        |
| Softball Coach, Asst. or JV, Girls' Team  | 2.5      |
| Swimming Coach, Boys' Team                | 2.5      |
| Swimming Coach, Girls' Team               | 2.5      |
| Tennis Coach, Boys' Team                  | 2        |
| Tennis Coach, Girls' Team                 | 2        |
| Track Coach, Head, Boys' Team             | 4        |
| Track Coach, Asst. or JV, Boys' Team      | 3        |
| Track Coach, Head, Girls' Team            | 4        |
| Track Coach, Asst., Girls' Team           | 3        |
| Volleyball Coach, Girls' Team             | 3        |
| Volleyball Coach, Boys' Team              | 3        |
| Volleyball Coach, Asst. or JV Girls' Team | 2        |
| Water Polo Coach, Boys' Team              | 2.5      |
| Water Polo Coach, Girls' Team             | 2.5      |
| Wrestling Coach, Head, Boys' Team         | 3.5      |
| Wrestling Coach, Asst. or JV Team         | <u>3</u> |
| Maximum Total                             | 101.5    |

**4. Nonathletic Activities**

|                                    |          |
|------------------------------------|----------|
| Academic League Sponsor            | 1.5      |
| Academic Decathlon Sponsor         | 1.5      |
| Cheerleader Sponsor                | 3.5      |
| Club/Social Activities Coordinator | 2.5      |
| Drama Activities Sponsor           | 3.5      |
| Drill Team Sponsor                 | 3.5      |
| Instrumental Music Sponsor         | 4        |
| School Annual Sponsor              | 3        |
| School Newspaper Sponsor           | 3        |
| Speech Activities Sponsor          | 3        |
| Student Government Sponsor         | 3        |
| Vocal Music Sponsor                | <u>4</u> |
| Maximum Units Per School           | 36.0     |

**5. Approved Atypical Assignments**

|   |     |
|---|-----|
| AFS Concession Sponsor                  | 1.5 |
| American Field Service Sponsor          | 2.5 |
| Art Services Sponsor                    | 1   |
| Athletic Trainer                        | 1.5 |
| Awards Assembly Coordinator             | 1   |
| Class Advisor, Senior                   | 3   |
| Class Advisor—10th and 11th             | 1   |
| CSF Sponsor                             | 2   |
| Dance Production Sponsor                | 1   |
| Electronics Service                     | 1.5 |
| Exchange Student Sponsor                | 1.5 |
| Girls' League Sponsor                   | 2   |
| Graphic Arts Service Sponsor            | 1.5 |
| Instrumental Music (Orchestra) Director | 2   |
| Integration Activity Coordinator        | 1   |
| ITV Sponsor                             | 1   |
| Letter Carrier Sponsor                  | 1.5 |
| Modern Dance Sponsor                    | 1.5 |
| Nonsports Night Activities Coordinator  | 3   |
| Peer Counseling Sponsor                 | 1   |
| Public Address Coordinator              | 1.5 |
| Scholarships and Awards Coordinator     | 2.5 |
| School Printing Sponsor                 | 1.5 |
| School Publications and Publicity       | 3.5 |
| School Store Coordinator                | 1.5 |
| Science Fair Coordinator                | 2   |
| Special Activities Sponsor              | 2   |
| Stage Crew Sponsor                      | 2   |
| Student Recognition Sponsor             | 1.5 |
| Tutorial Services Coordinator           | 1   |

6. **Special Allocations.** Additional nonathletic assignments not listed under C.4. may be requested by a principal on the “Request for Extended-Day Unit Assignment” form. Each special assignment is for one season, semester, or year.
7. **Scheduled assignments and units** allocated for each activity indicated in this procedure shall be followed at each senior high school. Any “special activity” assignment must be designated clearly and defined on the “Request for Extended-Day

Unit Assignment” form. Job titles cited in this procedure may not be used on the “Extended-Day Assignment Request” form to designate special activity assignments.

8. **Allocations**

- a. **Senior high schools** will be budgeted extended-day units for those athletic and nonathletic activities the school will conduct during the year. The following allocation of units will be made:

(1) **Base**

(a) **Athletic activities.** Up to a maximum of 101.5 units for approved athletics listed in C.2.

(b) **Nonathletic activities.** Up to a maximum of 36.0 units for approved nonathletic activities listed in C.3.

(2) **Atypical.** One and one-quarter units per 250 students enrolled (count next 250 if within 25) for special assignments as approved and listed in C.4.

(3) **Special.** Five units plus an additional 0.5 unit for each 500 students (count next 500 if within 25) for any activity listed in C.2, C.3, or C.4 as requested by the principal and approved by the Instruction and Curriculum Division, Office of the Deputy Superintendent.

(4) **JROTC/NROTC.** Two and one-quarter units per semester per instructor, with a maximum allowance of 4.5 units per school year for any instructor.

- b. **Schools with grades spanning 7–12** receive the senior high school allocation for all students.

- c. **San Diego School of Creative and Performing Arts** receives the senior high school *nonathletic base* allocation and *atypical* and *special* allocations for students in grades 7 through 12.

- d. **Muir Alternative School, Garfield High School, Twain Junior/ Senior High School, and Y.O.U.** each receive 3.5 units.

9. **The value of each unit** is stated in the current teachers salary schedule (Section 7.02).

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10. **Payment Dates.** Pay warrants covering extended-day time cards submitted to the site tech for input into PeopleSoft by the fifteenth of the month will be issued by the tenth of the following month.

**D. IMPLEMENTATION** (Procedure 7232)

**E. FORMS AND AUXILIARY REFERENCES**

1. Extended-Day Assignment Request form, available from Athletics Office, Physical Education, Health and Athletics Department
2. Certificated Extended Day Pay Authorization, [http://prod031.sandi.net/dwa/hr\\_forms.htm](http://prod031.sandi.net/dwa/hr_forms.htm)

**F. REPORTS AND RECORDS**

**G. APPROVED BY**

*Kerry B. Flanagan*

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Chief of Staff, Kerry Flanagan  
For the Superintendent of Schools