



**ADMINISTRATIVE PROCEDURE**  
SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 7215

PAGE: 1 OF 3

EFFECTIVE: 8-28-68

REVISED: 2-23-04

CATEGORY: **Personnel, Certificated Staff**

SUBJECT: **Certificated Personnel Allocation Formula and Class Size, K-6 (Regular Education Programs)**

**A. PURPOSE AND SCOPE**

1. To outline administrative procedures governing allocation of certificated personnel positions to elementary schools with regular education programs.
2. **Related Procedures:**

Enrollment estimates, forecasts, and reports .....	6190
Placement, transfer, and reassignment of contract teachers .....	7276
Salary administration for site administrators .....	7621
Certificated personnel assignment formula and class size, secondary schools (regular education programs and JROTC) .....	7216

**B. LEGAL AND POLICY BASIS**

1. **Reference:** Board policy: C-3800, I-1300, I-3010, I-4700, I-7000; Education Code Section 41376; California Code of Regulations, Title 5, Sections 5100-5103; Collective Negotiations Contract.
2. This procedure pertains to matters within the scope of collective bargaining. Contract language within collective bargaining agreements on this topic shall prevail over any language to the contrary in this procedure.
3. *On January 13, 2004, the Board approved a site-based budgeting process for unrestricted allocations at school sites. As a result, Section C., Paragraph 7.a of Administrative Procedure 7215, to eliminate the formula allocation of vice principal positions to elementary (K-6) school sites, is suspended. This suspension will remain in effect until June 30, 2006 or until future revisions take place.*

**C. GENERAL**

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Budget Department, Finance Division, Administrative Operational Support.
2. **Definitions**
  - a. **Teacher position:** Allocation of full-time services of one teacher to a specific school.

- b. **Regular education:** Regular programs not including the gifted and talented education/seminar program or the master plan for special education/special day classes.
- 3. **Enrollment forecasts** are prepared by the Instructional Facilities Planning Department, Institute for Learning, and submitted each year to the Budget Department by the second week in January (Procedure 6190). These estimates are to be used to determine the tentative number of full-time equivalent (FTE) positions allocated to a school.
- 4. **Final allocation of positions** to traditional schools and single track year-round schools shall be based on the actual enrollment at the end of the fourth week of the school year.
- 5. **Upward adjustments** in the number of positions allocated to any school shall be based on monthly actual enrollment. Downward adjustments of allocated positions normally are not made after the fourth school week in case of enrollment drop.
- 6. **Over-formula positions** and early reclassification to the Vice Principal II level may be authorized by the superintendent.
- 7. **Formula for Allocation of Additional Nonclassroom Certificated Staff to Elementary Schools**
  - a. When the sum of the weights given enrollment, certificated staffing, and total staffing, divided by 3.0, results in a quotient above 2.0, the school is eligible for a principal and a vice principal. When the quotient is 2.0 or less, the school is eligible for a principal.

<b>Enrollment</b>	<b>Certificated Staffing (Full-time Equivalent)</b>	<b>Total Staffing (Full-time Equivalent)</b>	<b>Weights</b>
Through 649	Through 22	Through 26	1
650-999	23-35	27-41	2
1,000 or more	36 or more	42 or more	3

- b. **Vice principal classification.** Upon initial promotion from the Teachers' Salary Schedule to the Management Salary Schedule as a vice principal, an employee is placed at the Vice Principal I level. Placement at the Vice Principal I level is four and one-half grades (approximately 22½ percent) below the appropriate

classification level of the principal. After one year of successful administrative performance (as defined in Procedure 7621), a vice principal at the Vice Principal I level shall be reclassified to the Vice Principal II level. Other certificated management employees meeting the one year of successful performance requirement may be appointed directly to the Vice Principal II level.

- c. When a school has 1,300 or more students, it is eligible for additional assistance as determined by the principal and instructional leader, as funds are available. This assistance may be a vice principal at the Vice Principal I level, an administrative assistant, paraprofessional assistance, or a school psychologist.
8. **Certificated Staffing Formula for Classroom Personnel.** Enrollment in grades K–3 is divided by 19.5 to arrive at a subtotal of the number of teachers to be allocated in the primary grades. Enrollment in grades 4–6 is divided by 32.13 to arrive at a subtotal of number of teachers to be allocated. Quotients are rounded off to the nearest tenth. All subtotals are added to arrive at the final number of staff members to be assigned to grades K–6. All fractions of two-tenths or more in the overall total (sum of subtotals) will qualify the school for a new position.
9. **Classroom Teacher Substitutes at Multitrack Year-Round Schools.** In addition to the site's classroom teacher substitute formula allocation, each multitrack year-round school will be allocated a maximum of 20 classroom teacher substitute days per year. This allocation is for the purpose of releasing a teacher to assist the remaining site administrator while one administrator is on vacation.

#### **D. IMPLEMENTATION**

1. **Instructional Facilities Planning Department** prepares and sends approved official enrollment forecasts to school principals.
2. **Principal** formulates class rosters and requests assignment of specific certificated positions based on approved enrollment estimates. (Actual utilization of positions may vary based on school needs, as identified by the principal.) Class size guidelines must be in accordance with current collective negotiations contract.
3. **Certificated staffing administrator** determines qualifications and expressed interests of teaching personnel. Following prescribed posting and bidding procedures, transfers and assigns teaching personnel (in accordance with current collective negotiations contract) to appropriate schools.

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**E. FORMS AND AUXILIARY REFERENCES**

1. Assignment Authorization, Certificated and Classified, Stock Item 22-A-7225
2. Personnel/Payroll Handbook

**F. REPORTS AND RECORDS**

**G. APPROVED BY**



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Chief of Staff, Leslie Fausset  
For the Superintendent of Public Education