



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 7235

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CATEGORY: **Personnel, Certificated Staff**

EFFECTIVE: 10-12-72

SUBJECT: **Supervision Session Assignments
For Teachers**

REVISED: 2-23-04

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing assignment of secondary school contract and substitute teachers to supervision session assignments for which compensation is given under district policies.
2. **Related Procedure:**
Extended-day assignments, teachers 7232

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: F-2000, F-2350, I-1150, I-3010, I-4200, I-4400; Education Code Section 44923; Teachers' Salary Schedule; 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, Administrative Procedure 7235 is suspended. The 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 Operations Department, Financial Operations Division, Office of School Site Support, regarding allocation formulas; or the Payroll/Employee Benefits Department, Human Resources Division, Office of the Superintendent, regarding payroll procedures.
2. **Definitions**
 - a. **Supervision sessions:** Assignments after a teacher's required on-site duty hours for which the teacher earns compensation for providing supervision of students at school-sponsored dances, interscholastic athletic events, or drama, music, and speech activities. Sessions are of two types:

- (1) **Late afternoon sessions:** Events that occur after the end of a teacher's required on-site duty hours and commence prior to 6 p.m.
- (2) **Nonschool day and evening sessions:** Events occurring on days when school is not in session or during evening hours commencing at or after 6 p.m.
- b. **Interscholastic athletic events:** Regularly scheduled athletic contests between two or more senior high schools in any interscholastic sports approved by the Board of Education (Procedure 4176).

3. **Limitations**

- a. The number of supervision session units allocated to each school shall be determined by the following formula:
 - (1) Junior high school 20 units
 - (2) Senior high school (athletic or nonathletic) 280 units
 - (a) Night football 40 units
 - (3) Senior high school (nonathletic) 70 units
 - (4) School of Creative and Performing Arts 36 units
 - (5) Senior high schools (athletic or nonathletic) receive 5 additional units for each 100 students in excess of 1,500
 - (6) Independent learning centers 4 units
- b. Supervision session compensation shall apply only to *supervision assignments as defined in C.2. above.*
- c. Secondary school teachers assigned extended-day units (Procedure 7232) shall not be assigned supervision session units for the same activity at the same time.
- d. Compensation shall not be permitted for supervision of student dances, athletic events, or drama, music, and speech activities that are scheduled during a teacher's required on-site duty hours.

- e. Principals, vice principals, and all other employees on the Management Salary Schedule may *not* be assigned teacher supervision session units.
 - f. Substitute teachers may be assigned to, and paid for, supervision session assignments in those instances when services of a regular district contract teacher cannot be obtained.
4. **Compensation.** The unit rate of compensation shall be in accordance with the annually approved Teachers' Salary Schedule (Section 7.04) or Substitute Salary Schedule (Section 7.01).

D. IMPLEMENTATION

1. **Planning and Accountability Team**
 - a. Develops approved enrollment forecast in cooperation with Budget Operations Department and School Supervision and Support Division.
 - b. Sends copies of forecast to Budget Operations Department.
2. **Budget Operations Department**, upon receipt of actual fourth week enrollment (C.4.), calculates final allocation for school supervision session units.
3. **Principal** assigns members of teaching staff to supervision sessions. Upon completion of assignment, obtains employee's signature on completed authorization card and signs and submits completed card to Payroll Unit, Payroll/Employee Benefits Department, for processing. **Note:** *Stamped signatures are not acceptable.*

E. FORMS AND AUXILIARY REFERENCES

1. Supervision Session Authorization Card (A-7), available from the Payroll Unit, Payroll/Employee Benefits Department

F. REPORTS AND RECORDS

G. APPROVED BY



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