



ADMINISTRATIVE PROCEDURE

CATEGORY: **Personnel, Certificated Staff**

SUBJECT: **Schedule of Extended Day Units**

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 Procedures:**
Extended Day Assignments, Teachers 7232

B. LEGAL AND POLICY BASIS

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

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Budget Development Department, Finance Division.
2. **Athletic Activities (District-Funded).**
 - a.

Assignment	No. of Units per Assignment
Badminton Coach, Co-Ed Team	2.5
Baseball Coach, Asst. or JV, Boys' Team	2.5
Baseball Coach, Head, Boys' Team	3
Basketball Coach, Asst. or JV, Boys' Team	3
Basketball Coach, Asst. or JV, Girls' Team	3
Basketball Coach, Head, Boys' Team	4
Basketball Coach, Head, Girls' Team	4
Cross Country Coach, Boys and Girls	3
Field Hockey Coach, Girls' Team	3
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
Football Coach, Head, Boys' Team	5
Soccer Coach, Asst. or JV Boys' Team	2
Soccer Coach, Asst. or JV Girls' Team	2
Soccer Coach, Boys' Team	3
Soccer Coach, Girls' Team	3
Softball Coach, Asst. or JV, Girls' Team	2.5
Softball Coach, Girls' Team	3
Swimming Coach, Boys' Team	2.5
Swimming Coach, Girls' Team	2.5
Tennis Coach, Boys' Team	2
Tennis Coach, Girls' Team	2

Assignment	No. of Units per Assignment
Track Coach, Asst. or JV, Boys' Team	3
Track Coach, Asst., Girls' Team	3
Track Coach, Head, Boys' Team	4
Track Coach, Head, Girls' Team	4
Volleyball Coach, Asst. or JV Girls' Team	2
Volleyball Coach, Boys' Team	3
Volleyball Coach, Girls' Team	3
Water Polo Coach, Boys' Team	2.5
Water Polo Coach, Girls' Team	2.5
Wrestling Coach, Asst. or JV Team	3
Wrestling Coach, Head, Boys' Team	3.5
Maximum Total	101.5

b. **Freshman Sports.**

Assignment	No. of Units per Assignment
Football Coach, Freshman Team	4
Volleyball Coach, Girls' Freshman Team	2
Maximum Total	6

3. **Athletic Activities (Site-Funded).**

Assignment	No. of Units per Assignment
Golf Coach	2
Lacrosse Coach, Boys' Team	3
Lacrosse Coach, Girls' Team	3
Rugby Coach (ASB activity)	2
Surf Coach (ASB activity)	2
Maximum Total	13

4. **Non-Athletic Activities (Site-Funded).**

Assignment	No. of Units per Assignment
Academic Decathlon Sponsor	1.5
Academic League 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

Assignment	No. of Units per Assignment
Vocal Music Sponsor	4
Maximum Units Per School	36

5. **Approved Atypical Assignments (Site-Funded).**

Assignment	No. of Units per Assignment
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, 10 th and 11 th Grades	1
Class Advisor, Senior	3
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
Non-sports 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 Assignments.** Principals may request additional site-funded assignments not listed under Sections C.3, C.4 or C.5 on the Request for Extended Day Unit Assignment form. Each special assignment is for one (1) season, semester, or year.
7. Scheduled assignments and number of units 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 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 and schools with grades spanning 7-12** will be budgeted extended day units for specific athletic and JROTC/NROTC activities the school will conduct during the year. The following unit allocations will be made:
- (1) **Athletic activities.** Up to a maximum of 101.5 units for approved athletics listed in Section C.2.a., and a maximum of six (6) units for Freshman sports listed in Section C.2.b.
 - (2) **JROTC/NROTC.** Two and one-quarter (2.25) units per semester per instructor, with a maximum allowance of four and a half (4.5) units per school year for any instructor.

9. Site funds must be used for the following activities:

- a. **Athletic activities** listed in Section C.3.
 - b. **Non-athletic activities.** Up to a maximum of 36.0 units for approved non-athletic activities listed in Section C.4.
 - c. **Atypical.** One and one-quarter (1.25) units per 250 students enrolled (count next 250 if within 25) for assignments as approved and listed in Section C.5.
 - d. **Special.** Five (5) units plus an additional 0.5 unit for each 500 students (count next 500 if within 25) for any activity listed in Sections C.3, C.4 or C.5 as requested by the principal and approved by the Physical Education/Health/Athletics Department Director.
10. The value of each unit is stated in the current teachers salary schedule (see SDEA Collective Negotiations Contract, Appendix A, Section 7.02).
11. **Payment dates.** Pay warrants covering extended day time cards submitted to the site tech for input into PeopleSoft by the fifteenth (15th) of the month will be issued by the tenth (10th) of the following month.

D. IMPLEMENTATION. Refer to Administrative Procedure 7232.**E. FORMS AND AUXILIARY REFERENCES**

1. Extended Day Assignment Request form, available from the Physical Education/Health/Athletics Department.
2. C-3 Certificated Extended Day Pay Authorization, available on the district website at <http://www.sandi.net/Page/1739>.

F. REPORTS AND RECORDS

SUBJECT: **Schedule of Extended Day Units**

NO: **7233**

PAGE: **5 OF 5**

EFFECTIVE: **1-29-62**

REVISED: **10-22-14**

G. APPROVED BY

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General Counsel, Legal Services
As to form and legality

H. ISSUED BY

A handwritten signature in black ink, appearing to be 'Stau Monroe' followed by a flourish.

Chief of Staff