SITE OPERATIONS CIRCULAR NO. 1016
Office of Leadership and Learning

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date:	August 18, 2022
To:	Senior High School Principals
Subject:	2022-2023 EXTENDED DAY UNIT ASSIGNMENTS
Department and/or Persons Concerned:	Senior High School Principals
(Due Date only if required)	Thursday, September 30, 2022
Reference:	Administrative Procedure 7233 Administrative Procedure 7235 Administrative Procedure 7236 Board policies F-2350, I-1150, I-3010, and I-4200 California Education Code §44919 and 44923 Teachers Salary Schedule San Diego Education Association (SDEA) Collective Negotiations Contract
Action Requested:	Complete and return the Athletic & Non-Athletic Extended Day Unit Assignment Request Grids to Jordyn Stanley in the PE, Health & Athletics Office by Thursday, September 30, 2022.

Brief Explanation:

Administrative Procedure 7232 has been converted to this Site Operations Circular. The intent of this circular is to outline administrative procedures governing assignment of senior high school substitute or limited assignment teachers to direct supervision and direction of student participation in extended day activities for which compensation is provided under district policies. Suggestions or questions concerning this procedure should be directed to the PE, Health & Athletics Department.

Action:
Principal:

1. Prepares Extended Day Assignment Request grid included in the Attachments in September and submits to the PE, Health & Athletics Department Director (Administrative Procedure 7233).
    1. If the amount of units being requested for a non-athletic assignment is more or less than the amount outlined in Administrative Procedure 7233, prepares the Rationale for a Change of Authorized Non-Athletic Extended Day Units Form included in the Attachments and submits to the PE, Health & Athletics Department Director.

2. If an assignment is not listed in Administrative Procedure 7233, contact the Area 6 Finance point of contact regarding the requested assignment. If the assignment is not listed, do not add it to the grids in the Attachments.
3. If an assignment exceeds 11 units, contact the Area 6 Finance point of contact to request an exception be made subject to review by the Budget Development Department.
4. Ensures an employee is not be named to two or more activities simultaneously unless normal work hours of extended day activities will not conflict.
5. Ensure that there is one funding source per coaching assignment and that district units and donations are not being paid for the same position to avoid double pay.

2. Confers with teachers and walk-on coaches assigned to supervise extended day activities; ensures that teachers and walk-on coaches understand minimum performance requirement to qualify for all or part of their extended day pay assignment. This should be memorialized in the assignment agreement located at the top of the timecard included in the Attachments.
3. If no staff member is qualified and available, requests approval to employ limited assignment teachers for specific sports activities.
4. Certifies completion of assignments on extended day pay time cards.
5. If changes in assignments occur, notifies and receives approval from the PE, Health & Athletics Department before submitting pay authorization cards.
6. Coordinates with the Human Resource Services Division to select temporary teachers and issues limited assignment contract for the CIF season of the sport activity.

PE, Health & Athletics Department Director:

1. Sends copies of Extended Day Assignment Request forms to senior high school principals in September.
2. Checks requests received from principals against units authorized; informs principals of any changes to be made.
3. If the completed Extended Day Assignment Request form is approved, sends an approved copy to the principal or returns a rejected form documenting the basis for the rejection.
4. Considers requests from principals to employ limited assignment teachers for sports activities; submits approved requests to the Human Resource Services Division on assignment authorization forms.

Additional Information:
Definitions:

1. **Extended day payments**: Payments made by the district to regular contract and substitute teachers who are given responsibility for supervision or direction of student activities involving a degree of service and responsibility beyond the range of normal teaching responsibilities as measured by an extended day classification plan, and to limited assignment teachers supervising athletic activities of students.
2. **Extended day classification plan**: A plan for determining the degree of service and responsibility required for supervision or direction of authorized extended day student activities based upon objective classification factors involving responsibility, time, and pressure.
3. **Extended day compensation plan**: A plan for compensation of each unit of service and responsibility in the classification plan. Value of each unit is established as 1.4 percent of

annual salary amount designated for salary class C-13 of the Teachers Salary Schedule rounded to nearest whole dollar.

4. **Limited assignment teacher**: A temporary teacher employed to serve in limited assignments coaching sports activities. Period of employment is restricted to California Interscholastic Federation (CIF) season of an approved and recognized CIF program of athletics.

Regulations:

1. When each extended day assignment is made, principal shall inform the teacher of length of assignment (such as season, semester, or year) and number of extended day units to be paid. Final commitment of activity assignment or payment for services may not be made until approved by the Physical Education/Health/Athletics Department Director.
2. Each teacher who supervises extended day activities is expected to satisfactorily perform all the following regularly assigned duties each day as required by his/her contract:
    a. Instruction of students in all assigned classes.
    b. Planning and preparing for classroom duties.
    c. Grading of papers.
    d. Preparing instructional materials.
    e. Completing class records and reports.
    f. Participating in school programs.
    g. Counseling and discipline of students.
    h. Extracurricular activities with students.
    i. Meetings with parents.
    j. Participating in faculty meetings.
    k. Other duties normally considered part of a regular school program.
3. Each teacher who supervises extended day activities is expected to participate in community activities normally associated with the teaching profession.
4. Supervision of extended day activities generally involves similar duties in all schools; there will be some variance among schools depending upon the nature of the program. Principals may request approval of activities not listed in Administrative Procedure 7233 by contacting the Area 6 Finance point of contact, which must be approved by the Budget Development Department, Finance Division, before a teacher is authorized to begin an assignment.
5. If sufficient regular contract teachers are not qualified and available, temporary teachers may be hired whose assignments shall be limited to supervising athletic activities of students. All such assignments must be approved in advance by the Chief Human Resources Officer's designee.
6. Substitute teachers may be given extended day assignments when services of a regularly contracted district teacher cannot be obtained.

School Budget Formula: Each senior high school is allocated extended day units based on its participation in specific interscholastic athletics and JROTC/NROTC activities listed in Administrative Procedure 7233.

Limitation of Assignment:

1. Normally, assignments should be limited to 11 units; however, exceptions may be made subject to review by the Budget Development Department; principals are to forward requests to the Area 6 Finance point of contact for referral. An employee may not be

named to two or more activities simultaneously unless normal work hours of extended day activities will not conflict.
2. Each senior high school teacher must teach or perform other regular duties for at least five teaching periods per day, in addition to a preparation or conference period, before extended day units will be approved.
3. Persons assigned to extended day units shall not receive supervision session units for the same activity (Administrative Procedure 7235).
4. Extended day payments are made only for supervision and direction of student activities. "Scouting" activities of coaches cannot be counted as hours spent in the extended day program.

Length of Assignment:
1. Each assignment is for one year or less.
2. Approval of extended day assignments must be secured each year.
3. Permanency in any assignment is not authorized.

Time of Payment: Since time required to complete extended day assignments varies, extended day payments are made only when a principal certifies actual completion of an assignment. Payments for yearlong assignments normally are made in two equal parts, following completion of each semester of service. Employees on limited contracts may be paid in two equal parts, half near midpoint in an assignment and the remainder at end of assignment.

For additional information, contact Scott Giusti at 619-725-7126 or sgiusti@sandi.net.

APPROVED:



Scott Giusti
Director of Interscholastic Athletics, APE, ASB, JROTC, PE & SHEP

Attachments:
Attachment 1: Grid 2022-23 Athletic Extended Day Units
Attachment 2: C3 Timecard 2022-23 Athletic Extended Day
Attachment 3: L4 Timecard 2022-23 Athletic Extended Day
Attachment 4: Grid 2022-23 Non-Athletic Extended Day Units
Attachment 5: Rationale for a Change of Authorized Non-Athletic Extended Day Units 2022-23
Attachment 6: C3 Timecard 2022-23 Non-Athletic Extended Day
Attachment 7: L4 Timecard 2022-23 Non-Athletic Extended Day