



# ADMINISTRATIVE PROCEDURE

CATEGORY: Personnel, Certificated Staff

SUBJECT: Extended Day Assignments, Teachers

---

## A. PURPOSE AND SCOPE

1. 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.
2. **Related Procedures:**

Schedule of Extended Day Units .....	7233
Supervision Session Assignments for Teachers .....	7235
Additional Hourly Assignments for Contract Teachers .....	7236

## B. LEGAL AND POLICY BASIS

1. **Reference:** 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.

## C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Physical Education/Health/Athletics Department.
2. **Definitions.**
  - a. **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.
  - b. **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.
  - c. **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.
  - d. **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.
3. **Regulations.**
  - a. 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.

- b. Each teacher who supervises extended day activities is expected to satisfactorily perform all of the following regularly assigned duties each day as required by his/her contract:
- (1) Instruction of students in all assigned classes.
  - (2) Planning and preparing for classroom duties.
  - (3) Grading of papers.
  - (4) Preparing instructional materials.
  - (5) Completing class records and reports.
  - (6) Participating in school programs.
  - (7) Counseling and discipline of students.
  - (8) Extracurricular activities with students.
  - (9) Meetings with parents.
  - (10) Participating in faculty meetings.
  - (11) Other duties normally considered part of a regular school program.
- c. Each teacher who supervises extended day activities is expected to participate in community activities normally associated with the teaching profession.
- d. 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 completing the Request for Extended Day Unit Assignment form, which must be approved by the Budget Development Department, Finance Division, *before* a teacher is authorized to begin an assignment.
- e. 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.
- f. Substitute teachers may be given extended day assignments when services of a regularly contracted district teacher cannot be obtained.
4. **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.

**5. Limitation of Assignment.**

- a. 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 Physical Education/Health/Athletics Department Director 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.
- b. 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.
- c. Persons assigned to extended day units shall not receive supervision session units for the same activity (Administrative Procedure 7235).
- d. 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.

**6. Length of Assignment.**

- a. Each assignment is for one year or less.
- b. Approval of extended day assignments must be secured each year.
- c. Permanency in any assignment is not authorized.

7. **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.

**D. IMPLEMENTATION****1. Principal:**

- a. Prepares Extended Day Assignment Request form in September and submits to the Physical Education/Health/Athletics Department Director (Administrative Procedure 7233).
- b. Confers with teachers assigned to supervise nonathletic extended day activities; ensures that teachers understand minimum performance requirement to qualify for all or part of their extended day pay assignment.
- c. If no staff member is qualified and available, requests approval to employ limited assignment teachers for specific sports activities.

- d. Certifies completion of assignments on extended day pay time cards; submits cards to the Physical Education/Health/Athletics Department for review and authorization.
- e. If changes in assignments occur, notifies and receives approval from the Physical Education/Health/Athletics Department before submitting pay authorization cards.

**2. Physical Education/Health/Athletics Department Director:**

- a. Sends copies of Extended Day Assignment Request forms to senior high school principals in September.
  - b. Checks requests received from principals against units authorized; informs principals of any changes to be made.
  - c. 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.
  - d. Checks extended day pay time cards submitted by principals against Extended Day Assignment Request forms; returns approved time cards to the principal for final processing.
  - e. 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.
- 3. Human Resource Services Division**, in coordination with principal, selects temporary teachers and issues limited assignment contract for the CIF season of the sport activity.

**E. FORMS AND AUXILIARY REFERENCES**

- 1. Extended Day Assignment Request, available from the Athletics/Physical Education Department or on the district website at <http://www.sandi.net/Page/281>.
- 2. C-3 Extended Day Pay Time Card, available on the district website at <http://www.sandi.net/Page/1739>.

**F. REPORTS AND RECORDS**

- 1. C-3 Extended Day Pay Time Cards, retained by the school site for five years.

**G. APPROVED BY**



General Counsel, Legal Services  
As to form and legality

SUBJECT: **Extended Day Assignments, Teachers**

NO: **7232**

PAGE: **5 OF 5**

EFFECTIVE: **1-29-62**

REVISED: **10-22-14**

---

**H. ISSUED BY**

*Steu Morse*

---

Chief of Staff