



**ADMINISTRATIVE PROCEDURE**  
 SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 7417

PAGE: 1 OF 2

EFFECTIVE: 7-08-87

REVISED: 10-12-95

CATEGORY: Personnel, Classified Staff

SUBJECT: Guidance Assistant Formula for Elementary Schools

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**A. PURPOSE AND SCOPE**

1. To outline administrative procedures governing allocation of guidance assistant positions to elementary schools.
2. Enrollment estimates, forecasts, and reports are covered in Procedure No. 6 190.

**B. LEGAL AND POLICY BASIS**

1. **Reference:** Board policy: C-3800, I-5000, I-6600; Collective negotiations contract.

**C. GENERAL**

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Personnel Administration Department, Human Resource Services Division.
2. **Definitions**
  - a. **Guidance assistant position:** Allocation of services of one guidance assistant to a specific school.
  - b. **Enrollment forecast:** A prediction of what an actual enrollment count would be at a specific time in the future.
3. **Enrollment forecasts** are prepared by the Planning and Accountability Department, Planning, Assessment and Accountability Division, and submitted each year to the Budget Department, Finance Division, in January as provided in Procedure No. 6190. These estimates shall be used when determining the tentative number of full-time equivalent positions to be allocated to a school.
4. **Final allocation of positions** to schools shall be based on actual enrollment at the end of the fourth week of the school year. The Budget Department is responsible for calculating and adjusting the guidance assistant staffing formula:

Actual Enrollment	Position Equivalent
0 - 399	0.25
400 - 799	0.38
800 - 999	0.50
1,000 - 1,399	0.63
1,400 & Over	0.75

5. **Positions assigned to multi-track year-round schools** will be 12-month positions.
6. **Over-formula positions** may be authorized by the controller.

D. **IMPLEMENTATION**


1. **Planning and Accountability Department** develops approved official enrollment forecast in cooperation with School Services Division.
2. **Personnel Administration Department**, using Planning and Accountability Department forecast, sends enrollment forecast data to school principals.
3. **Budget Department** calculates final allocation of guidance assistant positions upon receipt of actual enrollment at end of fourth week of school year.
4. **Personnel Administration Department** implements school's final allocation of guidance assistant positions.
5. **Personnel Administration Department** reassigns candidates to positions and obtains assignment authorization forms.

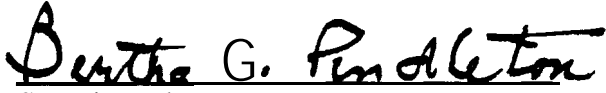
E. **FORMS AND AUXILIARY REFERENCES**

1. Assignment Authorization, Certificated and Classified, Stock No. 22-A-7225
2. Job class descriptions, available in Classification and Compensation Department, Human Resource Services Division.
3. Personnel - Payroll Handbook

F. **REPORTS AND RECORDS**

G. **APPROVED BY**

  
Assistant Superintendent  
Human Resource Services

  
Superintendent