



# ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 7621

PAGE: 1 OF 5

CATEGORY: **Personnel, Management/Supervisory Staff**

EFFECTIVE: **7-01-62**

SUBJECT: **Salary Administration for Site Administrators**

REVISED: **10-21-2002**

## A. PURPOSE AND SCOPE

1. To outline administrative procedures governing administration of salaries of employees on the Site Administrator Salary Schedule.
2. **Related Procedures:**
  - Certificated personnel allocation formula and class size, K-6  
(regular education programs) ..... 7215
  - Certificated personnel assignment formula and class size,  
secondary schools (regular education program and JROTC) ..... 7216
  - Classification of management salary schedule positions ..... 7610
  - Recruitment, selection, promotion, and reassignment/transfer  
of management employees ..... 7640
  - Salary policy for management and site administrator  
salary schedule positions ..... 7620

## B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: I-1000, I-1020, I-1160, I-7150; Education Code Sections 45022, 45023; Site Administrator Salary Schedule with Rules and Regulations.

## C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Human Resource Services Division, Office of the Superintendent.
2. **Definitions**
  - a. **Special placement:** An action of the superintendent authorizing a higher salary grade level or salary placement for an individual management employee than is provided by the management or site administrator classification plan. Special placements are for one year only and will be reviewed annually by the superintendent.
  - b. **Certificated staffing.** Includes all of the following except those excluded in C.2.d.
    - (1) Assigned full-time equivalent positions, assigned to a single school site, and appropriated hourly moneys (converted to positions).

- (2) Leave replacement positions.
  - (3) Vacant teaching positions staffed by visiting teachers pending the selection and appointment of a probationary or permanent teacher.
  - (4) Assigned or appropriated itinerant positions, full- or part-time, assigned to a single school site, including district counselors, speech therapists, and nurses.
  - (5) Appropriated hourly moneys for teacher assistant positions (converted to full-time equivalent certificated positions).
- c. **Classified staffing:** Full-time equivalent positions and appropriated hourly moneys (converted to positions).
- d. **Excluded positions** (from certificated or classified staffing):
- (1) Positions funded by public employment and training programs.
  - (2) Classified positions funded by the Food Services Department.
  - (3) Certificated positions assigned to more than one school site.
- e. **Total staffing:** The sum of C.2.b. and C.2.c.
3. **School Classification Plan.** Rating of schools for determination of site administrator position salary placement shall be done without regard to school level and shall be based upon two factors: enrollment and full-time equivalent staffing. Schools qualify for minimum and maximum step placements based upon meeting established breakpoints in either category.

**School Site Classification Plan**

\*PRINCIPALS

	<u>MINIMUM STEP PLACEMENT</u>	<u>MAXIMUM STEP PLACEMENT</u>	<u>FTE STAFFING FROM - TO</u>	<u>ENROLLMENT FROM - TO</u>
LEVEL A	13	24	125 or more	1900 or more
LEVEL B	12	23	100 - 124.99	1400 - 1899
LEVEL C	11	22	75 - 99.99	1150 - 1399
LEVEL D	10	21	50 - 74.99	900 - 1149
LEVEL E	9	20	30 - 49.99	500 - 899
LEVEL F	8	19	29.99 or fewer	499 or fewer

\*\*VICE PRINCIPALS

	<u>MINIMUM STEP PLACEMENT</u>	<u>MAXIMUM STEP PLACEMENT</u>	<u>FTE STAFFING FROM - TO</u>	<u>ENROLLMENT FROM - TO</u>
	5	19	125 or more	1900 or more
	4	18	100 -124.99	1400 - 1899
	3	17	75 - 99.99	1150 - 1399
	2	16	50 - 74.99	900 - 1149
	1	15	30 - 49.99	500 - 899
	N/A	N/A	29.99 or fewer	499 or fewer

\* Initial placement of principals at schools with an interscholastic athletics program will be on a step in at least Level B in accordance with guidelines in C.5., and Level A if the FTE and enrollment warrant the higher level.

\*\*The maximum step placement of a site administrator compensated as a Vice Principal is 5 steps (approximately 12.5 percent) below the maximum step placement of that school's Principal. The minimum step placement of a site administrator compensated as a Vice Principal is 8 steps (approximately 20 percent) below the minimum step placement of that school's Principal. **Note:** Step placements for Site Literacy Administrators, Site Math Administrators, Site Science Administrators, and Guidance Administrators are made in accordance with the School Classification Plan for Vice Principals.

4. **Initial Salary Placement**

- a. An employee who is promoted to a position on the Site Administrator Salary Schedule will be placed on the step on the Site Administrator Salary Schedule which provides an increase in the monthly rate of pay of approximately 10 percent, but not more than 12.5 percent and not to exceed the maximum step placement for the assignment. Salary differentials received by an employee for additional responsibility will be allowed in determining the new step placement on the Site Administrator Salary Schedule.
  - b. A new site administrator hired from outside the district will be placed on the appropriate step on the Site Administrator Salary Schedule that considers the type and level of related experience. The maximum initial step placement normally will be no higher than the step that is six steps below the maximum step placement for the assignment. The superintendent may authorize a higher step placement when it is considered to be in the best interest of the district.
5. **Placement of Vice Principal Positions.** Vice principals shall be initially placed in accordance with the guidelines in C.4. Site administrators compensated as vice principals receive two increments on the first day of the month following the first anniversary of their initial promotion. Such advancement may not cause the administrator's salary to exceed the maximum step placement for the assignment.

**D. IMPLEMENTATION**

1. **Human Resource Services Division**

- a. Determines minimum and maximum step placements in accordance with Site Administrator Salary Schedule regulations and definitions in C.2.b.–e. Any school qualifying for a higher maximum step placement based on this count will be adjusted retroactive to beginning of current fiscal year.
- b. Considers unusual circumstances, such as opening of a new school, addition or deletion of a grade level or major program, and other major changes that could bear upon maximum step placement of a school. Uses information on program changes furnished by the Institute for Learning to recommend maximum step placement of new schools and schools in transition.

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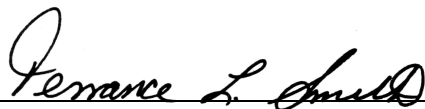
2. **Chancellor of Instruction, Institute for Learning**

- a. Notifies the Human Resource Services Division upon receipt of staffing/enrollment report of unusual circumstances (e.g., those described in D.1.b.) that might bear upon school's maximum step placement.
- b. **By July of each year**, submits requests to the superintendent for special placement of site administrators with documentation of reasons for such placement.

**E. FORMS AND AUXILIARY REFERENCES**

**F. REPORTS AND RECORDS**

**G. APPROVED BY**



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Chief of Staff, Terrance L. Smith  
For the Superintendent of Public Education