



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 7220

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CATEGORY: **Personnel, Certificated Staff**

EFFECTIVE: 10-21-87

SUBJECT: **District Counselor Allocation Formula
for Elementary Schools**

REVISED: 2-23-04

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing allocation of district counselor positions to elementary schools.
2. **Related Procedures:**
 - Enrollment estimates, forecasts, projections, and reports 6190
 - Certificated personnel allocation formula and class size, K-6
(regular education programs) 7215

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: H-7800, I-1300, I-3000, I-3010; Collective Negotiations Contract.
3. *On January 13, 2004, the board approved a site-based budgeting process for unrestricted allocations at school sites. As a result, Administrative Procedure 7220 is suspended. The suspension will remain in effect until June 30, 2006, or until future revisions take place.*

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Budget Operations Department, Financial Operations Division, Office of School Site Support.
2. **Definitions**
 - a. **District counselor position:** Allocation of full-time services of one district counselor 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 Instructional Facilities Planning Department, Office of Instructional Support, and submitted each year to the Budget Operations Department by the second week in January (see Procedure 6190). These estimates are used to determine the tentative number of full-time equivalent (FTE) positions allocated to a school.

4. **Final allocation** of positions to schools shall be based on the actual enrollment at the end of the fourth week of the school year.
5. **Over-formula positions** may be authorized by the superintendent.
6. **Positions assigned to multitrack year-round schools** will be on a 184 + 44 day schedule. Compensation will be prorated at the assigned counselor's annual contract rate.
7. **District Counselor Allocation Formula**

Total Enrollment			Days per Week	Position Equivalent
0	–	448	1.0	0.20
449	–	660	1.5	0.30
661	–	873	2.0	0.40
874	–	1,086	2.5	0.50
1,087	–	1,299	3.0	0.60
1,300	–	1,512	3.5	0.70
1,513	–	1,724	4.0	0.80
1,725	–	1,937	4.5	0.90
1,938	&	over	5.0	1.00

D. IMPLEMENTATION

1. **Instructional Facilities Planning Department**
 - a. Develops approved enrollment forecast in cooperation with Budget Operations Department.
 - b. Sends copies of forecast to the Budget Operations Department.
2. **Budget Operations Department**, upon receipt of actual fourth week enrollment (see C.4.), calculates final allocation of district counselor FTE positions.
3. **Human Resources Division**
 - a. Tentatively assigns all district counselors in accordance with formula, credential, and eligibility requirements.
 - b. Implements each school's final allocation of district counselor positions.

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REVISED: **2-24-03**

c. Certifies candidates for positions and processes assignment authorization forms.

E. FORMS AND AUXILIARY REFERENCES

1. Assignment Authorization, Certificated and Classified, Stock Item 22-A-7225.

F. REPORTS AND RECORDS

G. APPROVED BY



Chief of Staff, Leslie Fausset
For the Superintendent of Public Education