



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 7225

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CATEGORY: **Personnel, Certificated Staff**

EFFECTIVE: **7-01-62**

SUBJECT: **Head Counselor Salary Administration**

REVISED: **1-06-03**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing administration of the salary schedule for Head Counselors.
2. **Related Procedures:**
Special compensation for certificated staff 7230

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: I-1000, I-1020, I-1150; Education Codes 45022-45023; Collective Negotiations Contract.

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. **Placement of Head Counselors. Definitions:**
 - a. **Administrative placement** refers to action of the superintendent or designee authorizing continuation of higher salary placement for a head counselor in a school when enrollment drops below established limits for the higher classification.
 - b. **Special placement** refers to action of the superintendent or designee authorizing higher salary placement for a head counselor in a school that is in the lower classification.
3. **Classification of Schools for Purposes of Salary Placement of Head Counselor**
 - a. **School classification.** Classification of each school is based upon the school's average active enrollment during the first five complete school months of preceding school year. Classification of new schools is based upon projected active enrollment as approved by instructional leader.
 - b. **Enrollment decrease.** Whenever an enrollment change results in a school's falling into a lower classification by a margin of 5 percent or 50 students, whichever is smaller, head counselors continuing in such schools automatically retain the higher salary range placement the following year. If, in succeeding

years, a school fails to qualify for the higher classification, *administrative placement* is required to retain the higher salary range for head counselors continuing in such schools.

- c. **Enrollment increase.** Whenever an enrollment change results in a school's exceeding the classification breakpoint by 50 students, head counselors continuing in such schools receive the higher salary range placement effective the following semester. For this purpose only, average active enrollment for the first three complete school months of either semester shall be used.
- d. **Classification assignments.** Schools with 1500 or fewer average active enrollment are assigned a Class I head counselor; those with 1501 or more are assigned a Class II head counselor.
- e. **Transfers.** Transfers of head counselors from Class II to Class I schools necessitate *special placement* authorization by the superintendent or designee in order to permit continuation of higher salary placement.
- f. **Counseling workload factors.** Notwithstanding the enrollment breaking points established, when volume of counseling period assignments or other load factors so indicate, instructional leader may recommend to the superintendent or designee placement of a head counselor without reference to standard placement procedures. Such classifications or placements shall be subject to annual review and recommendation by the superintendent or designee.
- g. **Compensation.** Additional annual compensation allowed for position of head counselor is 5.56 percent (Class II) and 4.19 percent (Class I) of the base (Class C, Step 13) of the Teachers' Salary Schedule. For administrative and computational convenience, amount derived by such percentage determination is rounded to the nearest whole ten-dollar amount. Individuals filling head counselor positions are eligible for extended school year assignments but not extended-day assignments.

D. IMPLEMENTATION

1. **Human Resource Services Division** analyzes enrollment data in spring of each year and determines classification of schools and salary placement of head counselors, following regulations in C.2. and C.3.; may review midyear when conditions warrant.
2. **Instructional leaders** review placement of head counselors in their areas; submit requests for administrative placement and special placement to superintendent or designee.

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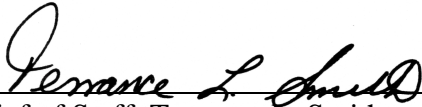
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E. FORMS AND AUXILIARY REFERENCES

F. REPORTS AND RECORDS

G. APPROVED BY



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