



ADMINISTRATIVE PROCEDURE
SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 7075

PAGE: 1 OF 3

CATEGORY: **Personnel, Training**

EFFECTIVE: **6-23-03**

SUBJECT: **Supervision Assistant Mandated Training**

REVISED: **NEW**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing required training of Supervision Assistants (also known as Campus Security Assistants).

B. LEGAL AND POLICY BASIS

1. **Reference:** Board Policy I-1400; Education Code Section 38001.5; Collective Negotiations Contract by and between the San Diego Unified School District and the California School Employees Association, Chapter 759, for the Paraeducators Bargaining Unit.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Human Resources Division, Office of the Superintendent.
2. **Definition. Supervision Assistant:** A position designated by the Board of Education as Campus Security Assistant that works under general supervision of elementary/secondary school certificated personnel, providing assistance to the instructional program by supervising students on the school campus.

D. IMPLEMENTATION

1. **Responsibilities**

a. **Employees**

- (1) By July 1, 2002, all Supervision Assistants hired prior to July 1, 2001, who work more than 20 hours per week must complete the full 24 hours of required training developed by the Bureau of Security and Investigative Services.
- (2) All Supervision Assistants hired on or after July 1, 2001, who are assigned to work more than 20 hours per week (including extratime and/or overtime) must complete a full 24 hours of required training developed by the Bureau of Security and Investigative Services.

- (3) All Supervision Assistants hired on or after July 1, 2001, regardless of hours assigned, must complete the required training as a condition of passing their initial one-year probationary period in the job class. Continuing employment or permanent status as a Campus Security Assistant **will not** be granted to any individual who fails to receive certification for the full training course.
- (4) A Supervision Assistant who has completed the 40-hour Peace Officer Orientation-Arrest Course is considered certified and is not required to attend this training. Proof of completion of this course must be submitted to the Human Resources Division, Eugene Brucker Education Center, Room 1241.

b. Schools

- (1) Principals may assign no more than 20 hours of work per week to Supervision Assistants hired on or after July 1, 2001, who do not possess a certificate of completion for the 24 hours of required training regardless of the official budgeted hours for the position.
- (2) Upon receipt of notification from the Human Resources Division that Supervision Assistants have completed required training, principals may increase the assigned hours to more than 20 hours per week by submitting a new assignment authorization to the Human Resources Division.
- (3) Each school site will be responsible for the Supervision Assistant's salary during any portion of the three-day/eight-hour training sessions that falls within the employee's normally assigned work hours.
- (4) Each school site prepares time cards for any additional hours that a Supervision Assistant spent in training beyond his/her regularly assigned work hours. Forwards time cards (CL-1) to the Human Resources Division, Room 1241, Eugene Brucker Education Center, for processing (district pays at the employee's regular hourly rate of pay in the Campus Security Assistant job classification).

c. **Human Resources Division**

- (1) An assignment authorization for a Supervision Assistant hired on or after July 1, 2001, will not be approved for more than **.50** full-time equivalent (FTE) until certification of completed training is received. Assignment authorization will be changed to .50 FTE before processing the new hire for employment.
- (2) Human Resources Division notifies schools of the dates the training is offered by the Safe Schools Unit, San Diego County Office of Education. District pays the tuition and fees for this mandated training for Supervision Assistants.
- (3) District pays a Supervision Assistant for any additional hours spent in training beyond the employee's regular assigned work hours at the employee's regular hourly rate of pay in the Campus Security Assistant job classification
- (4) Informs principal when Supervision Assistants have completed required training upon receipt of notification from the San Diego County Office of Education.
- (5) Maintains list of Supervision Assistants who have completed the required 24 hours training.

E. FORMS AND AUXILIARY REFERENCES

1. Assignment Authorization, Stock Item 22-A-7225
2. Certificate of Completion, issued by the Safe Schools Unit, San Diego County Office of Education, when participants have successfully completed 24 hours of training

F. REPORTS AND RECORDS

G. APPROVED BY



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