



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 7660

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

EFFECTIVE: **1-29-62**

SUBJECT: **Substitute and Acting Principals and Vice Principals**

REVISED: **9-06-2002**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing assignment of substitute and acting management employees in schools.

B. LEGAL AND POLICY BASIS

1. **Reference:** Board Policy I-7500; Education Code Sections 44860, 44861; Management Salary Schedule.

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. Persons acting in the place of principals and vice principals are classified as:
 - a. Substitute for principal or vice principal during a *short-term* absence (20 workdays or less): No salary adjustment made.
 - b. Substitute for principal or vice principal during a *long-term* absence (more than 20 workdays and up to 114 workdays): Salary adjustment made.
 - c. Management employee designated as "acting" in a *vacant or temporary* position: Salary adjustment made for all assignments anticipated to be for more than 20 workdays in accordance with rules of the Management Salary Schedule.
 - d. Retired principals and vice principals who substitute for absences or vacant positions are paid pro rata based on the assignment and step they held when they left, regardless of the length of assignment.
3. If a principal is absent for a short period, vice principal (if there is one in the school) *shall* act as principal; if there is more than one vice principal, principal shall assign this responsibility.
4. In each school where only one management employee is assigned, the principal annually appoints a head teacher or interim or substitute principal to act in his/her absence when principal must be away from the site. If anticipated that a principal must be absent from campus one full day, the district provides a substitute teacher for the substitute principal.

5. Normally, a teacher appointed as head teacher should have a valid administrative credential; however, an employee with a teaching credential *may* serve as substitute principal (as designated in C.2.a. or C.2.b.) for a period not to exceed five months (Education Code Section 44861).
6. A management employee whose salary is adjusted at time of assignment to a position on an "acting" basis shall be returned to his/her previous salary placement when returned to the former assignment.

D. IMPLEMENTATION

1. Elementary Schools

- a. **Principal** recommends to instructional leader, in writing, the head teacher to substitute in case both principal and vice principal must be absent from the school site.
- b. **Instructional leader** consults with the Deputy Chancellor and approves or disapproves the recommendation.
- c. **Principal** notifies vice principal when it is necessary to be absent; notifies head teacher if *both* principal and vice principal are to be absent. (If there is no vice principal, head teacher is notified when principal must be absent.)
- d. *If principal will be absent for a prolonged period (more than 20 workdays)*, instructional leader, after consultation with and approval by the Deputy Chancellor, names a substitute principal to carry out duties of principal. Deputy Chancellor notifies the Human Resource Services Division of appointment.
- e. School secretary shall notify instructional leader on first day of principal's absence *and* on day of principal's return.

2. Secondary Schools

- a. **Principal**
 - (1) At beginning of each school year, designates in writing those who are to act for principal and vice principal(s) during brief absences.

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- (2) If management employee is to be absent, notifies first in chain of command; if that person also is to be absent, notifies next in chain of command.
 - (3) If management employee is to be absent for a prolonged period (but less than 20 workdays), he/she requests instructional leader to select a substituting vice principal or head teacher.
 - b. *If a principal or management employee will be absent for a prolonged period (more than 20 workdays), instructional leader, after consultation with the Deputy Chancellor, appoints a substitute principal or vice principal. Deputy Chancellor notifies the Human Resource Services Division of appointment.*
3. **Human Resource Services Division** provides a substitute to meet the need as directed by the Deputy Chancellor.

E. FORMS AND AUXILIARY REFERENCES

F. REPORTS AND RECORDS

G. APPROVED BY



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