

**POWAY UNIFIED SCHOOL DISTRICT  
ADMINISTRATIVE PROCEDURE**

**Originator:** Assoc. Superintendent, PSS

**Issue No:** 2

**Date:** 7/29/91

**Page:** 1 of 1

**Reference:**

**ARTICLE: 4.0 PERSONNEL SUPPORT SERVICES**

**4.4 MANAGEMENT PERSONNEL**

**4.401 EMPLOYMENT OF MANAGEMENT  
PERSONNEL**

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**SECTION 4.401.3 Elementary School Administrative Staffing**

The Board recognizes that it is in the best interests of effective school management to provide additional administrative assistance based upon the size of elementary schools. Since high enrollment schools generate additional personnel staffing units slightly beyond those required for teaching positions, the expectation is that schools will be able to provide for some part-time assistance, using large school PSU resources, up to a given level when full-time assistance is appropriate. It is understood that the head teacher and the teacher on special assignment positions are discretionary and this policy shall not be construed as requiring these positions. In order to ensure reasonable and effective school site leadership and management it is recognized that we must maintain a reasonable ratio of administrative personnel to teachers and students.

The following guideline has been developed to facilitate this goal:

| Enrollment Figures | Title   |
|--------------------|---|
| Above 600          | Head Teacher                                    |
| Above 700          | Teacher on Special Assignment (Part-time)       |
| Above 800          | Co-administrator (Non PSU - District supported) |