

**OFFICE OF LARRY E. REIDER  
KERN COUNTY SUPERINTENDENT OF SCHOOLS**

DATE: April 10, 2007

TO: Alternative Education Administrators

FROM: Jeanne Hughes

SUBJECT: Clarification of extra duty hours

There have been some questions regarding the use of extra duty in periods of high enrollment. Please see the following summary for clarification of the current practice.

The program along with KCEA bargaining unit members worked collaboratively together to provide a target number of students per teacher for each instructional category. These targets are not caps, and were established with quality of service and the recognition of unstable enrollment patterns in mind. It is understood by administration and the bargaining units that there will be periods of time and/or settings where class sizes or student loads may be more or less than the target enrollment numbers. For example, in September most teachers are far below target but in Spring, many teachers are at or slightly above target.

During periods of increasing enrollment (generally during late Fall and again in mid to late spring), temporary teaching staff is hired to provide educational services to new enrollees. As the end of the year approaches, the pool of qualified staff becomes so limited and the time period of their employment becomes short, that a different solution may be utilized. When other options to serve students have been exhausted, extra duty should be offered.

Recognizing that targets are not caps, administrators should balance this recognition with the importance of quality of instruction to students. When enrollment patterns justify and the teacher and principal make a determination to increase the targeted number of students for an individual teacher based on a commitment to serve this number of students for an extended period of time, extra duty may be offered to that teacher. Even though a hard and fast rule does not work for this scenario due to the fluctuations in our student enrollments (re-enrollments pending, re-enrollments scheduled, drops, and transfers), a general rule to follow would be the following:

- 1) Use the guidelines above before offering extra duty,
- 2) Ensure staff realize extra duty is voluntary,
- 3) Extra duty hours require additional hours at the work site spent on educational services,
- 4) Up to 5 extra duty hours may be offered per week,
- 5) At a minimum, the extra duty hours should be aligned with the number of students above target for an extended period of time (approximately 1 month or longer).

<sup>Some</sup>  
Caseloads for Resource Specialist (RSP Teachers) are developed pursuant to Section 56195.8 and in accordance with regulations established by the board. Caseloads for RSP teachers are stipulated not to exceed 28 pupils. Due to the day-to-day fluctuations in alternative education enrollments, ~~some~~ short term flexibility exists, not to exceed 32 students. During periods of increasing enrollment, when other options to serve students have been exhausted, voluntary extra duty may be offered as a means to provide appropriate services. For caseloads exceeding 32 students for an extended period of time, up to five extra duty hours may be offered per week. Extra duty hours require additional hours at the work site spent on educational services.