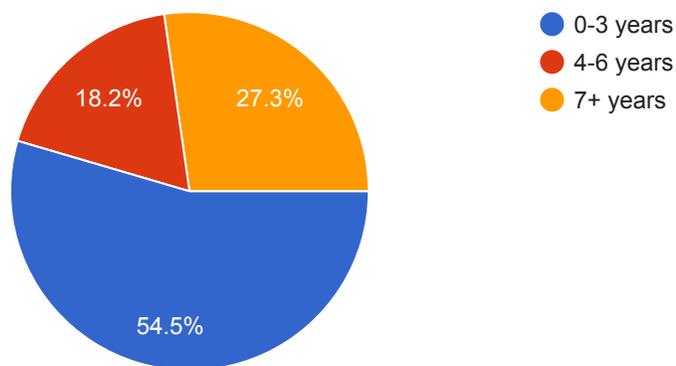


Central Office Certificated Management Workload Survey

11 responses

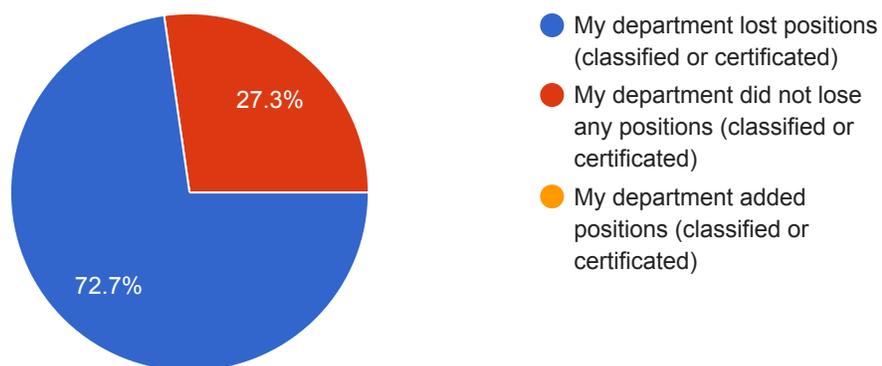
Years of Experience as a management level employee in SDUSD

11 responses



For school year 2017-18:

11 responses



If your department lost positions for the 2017-18 year, please list the top five challenges you faced this year. If your department did not lose positions or added positions, please skip this question.

7 responses

Extra work due to lack of staff, few implementation, longer wait time for serving principals

1) intensive compliance items for English-language learners at schools. 2) Not enough man power to complete tasks 3) Sites providing little or no support to complete compliance items

Unfortunately I am doing the work of many positions/FTEs. Too many meetings, too many tasks, unexpected days (repeatedly), negative environment created by other leaders, I see other unit members struggling to keep up and then I try to be supportive but it is a lot of physical and MENTAL work.

The workload in the office has increased year after year regardless of staffing. We lost 36 days of work between 3 administrators and we lost our PRT that supported us greatly. We are constantly and consistently asked to do more with less which is not sustainable. I don't want to leave SDUSD, but if things don't change soon I will have no other choice. This is having a negative physical, emotional, and personal effect on my life which I cannot allow to continue.

1. Loss of classified clerical staff increased workload of certificated as they are now doing more clerical and technology work. 1 more classified is being cut for next year which will increase workload for remaining classified and certificated.
2. Increased student/site needs with less certificated itinerant central office staff to support students/sites. Site administrators do not believe they have appropriate levels of central office itinerant staff allocations. I receive multiple emails from site administrators about increasing central office itinerant staff allocations to their site. Each requiring a timely response (24 hrs) and justification. Often results in multiple emails with each administrator that requires a significant amount of my time.
3. Human Resources continues to be a challenge. Classified and certificated positions are vacant and hard to fill positions staffed with LVR's are not processed timely (verified vacancies for 18-19). Breakdown between budget and HR in verifying positions.
4. New district and division processes implemented over the last 1.5 years requires additional time, i.e., spending freeze process, P-card approval process, TA pre-approval process, last minute personnel audit requests, etc. In addition, processes are often changed midyear and are not communicated effectively.
5. Communication challenges with HR, Budget, Position Control and Payroll depts. increases my workload when I am off site and trying to get all of these depts. together to problem solve a situation and determine next steps in resolving the problem.

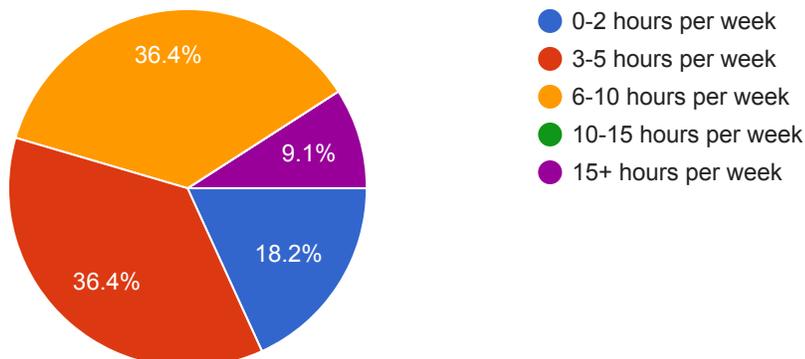
Double amount of schools to support; year long vacancies; no admin assistant

Administrative support, technology support, time spent supporting employees low morale, increased LOA's due to stress and workload, increased work due to shortages in other departments (e.g. IT, human resources)

During the 2017-18 school year, what is the AVERAGE number of hours per week that you were away from your office for professional development,

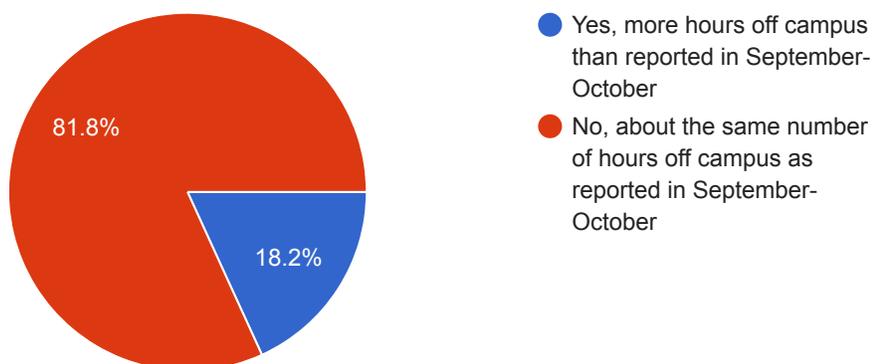
planning meetings, training, and other district-mandated meetings and/or activities?

11 responses



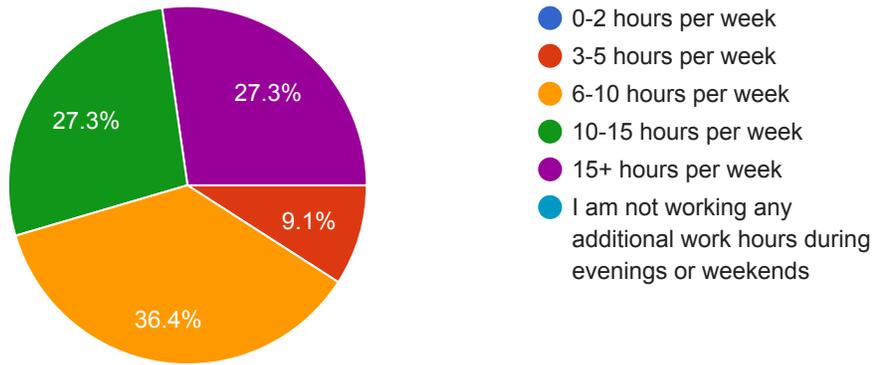
Has the average number of hours that you are NOW away from your office for district-mandated activities changed since the beginning of the school year (September-October)?

11 responses

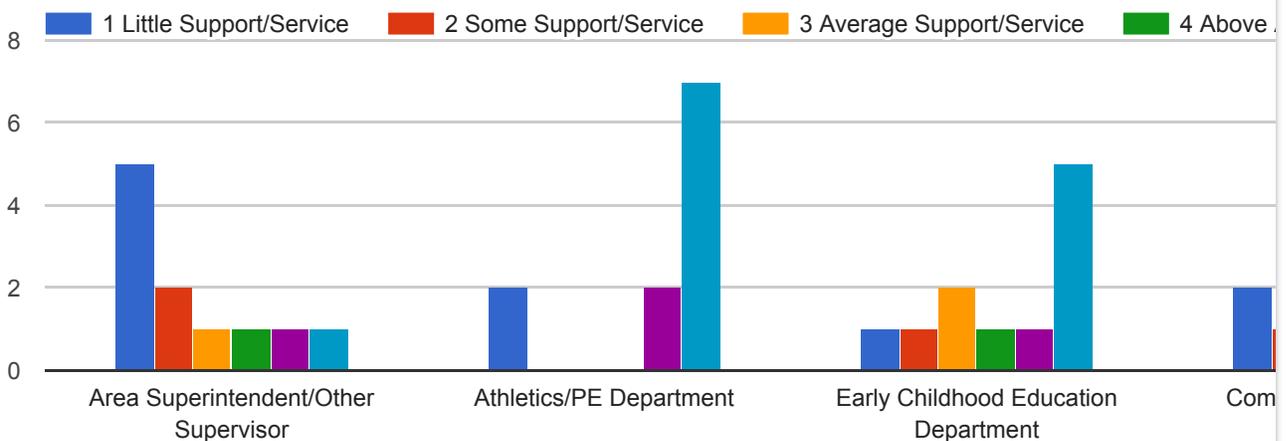


For school year 2017-18, what is the AVERAGE number of hours you are working during evenings and weekends?

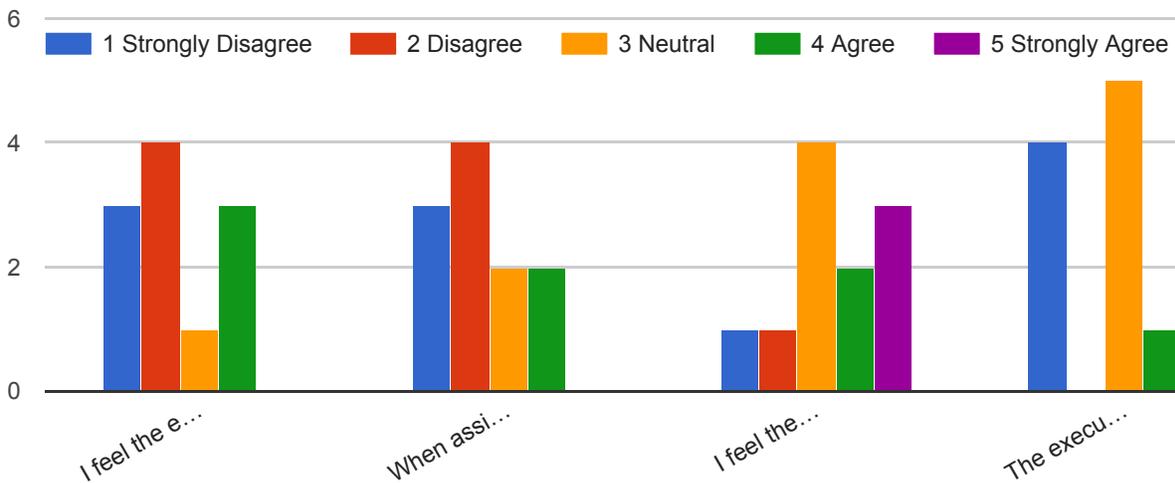
11 responses



On a rating of 1 to 5, with 1 being the lowest and 5 being the highest, please rate the level of support/service you are CURRENTLY receiving from the following central office departments. N/A should be checked if you have minimal or no interaction with that office/department.



On a scale of 1 to 5, with 1 indicating Strongly Disagree and 5 indicating Strongly Agree, please respond to the following questions. Please answer according with how you CURRENTLY feel. (The definition of "executive leadership of the district" is superintendent, chief of staff and all executive directors)



Please list up to five serious work challenges/problems you have dealt with this school year (2017-18) that have negatively impacted your workload. If possible, please provide a suggested solution.

11 responses

losing staff, no funding to support teacher growth

1) employees not being cordial and rude

Lack of support.

Vacancy in the office has distributed the workload far beyond what was already unmanagable. Not enough time in the day/week to get everything done (I rarely take a break or lunch). Limited resources outside of my office makes solving problems difficult. Limited resources outside of my office adds to the workload within my office.

increase in required PD, expansion of roles, staff turnover in other depts., getting answers quickly.

Coordinating schedules. (Solution–Reprioritize often). No additional funds for professional development. (Solution–PLC time could be used)

1. Same as #2 above. Increased student/site needs with less certificated itinerant central office staff to support students/sites. Site administrators do not believe they have appropriate levels of central office itinerant staff allocations. I receive multiple emails from site administrators about increasing central office itinerant staff allocations to their site. Each requiring a timely response (24 hrs) and justification. Often results in multiple emails with each administrator that requires a significant amount of my time.

Solution: Allocation to be part of SBB timeline. Email also to be sent via Principal's Page and/other communications.

2. On-going vacancies for hard to fill certificated and easy to fill classified. Lack of communication from HR re: status of vacancies and efforts to RECRUIT! I cannot be a recruiter and a manager.

Solution: More trained HR staff who are specialized in recruitment. More classified HR staff. Another mass hiring faire needed for central office staff.

3. Additional district/division monitoring processes added this year (#4 above).

Solution: Eliminate these added processes.

4. Communication challenges with HR, Budget, Position Control and Payroll depts. increases my workload when I am off site and trying to get all of these depts. together to problem solve a situation and determine next steps in resolving the problem.

Solution: On-site district depts. including payroll, budget, HR, position control, etc., need to develop a communication process to resolve issues prior to emailing me.

Lack of Administrative / secretarial support: perhaps a pool that can be assigned for "temp jobs" if added positions per department are not an option

Inability to effectively support school sites with current staff / vacancies. Hire to fill vacancies

Lack of staffing has led to shortages and significant amount of time to recruit and process staffing needs. It has taken up to 4 months to process new employees and we have lost many applicants due to the delay. There are many requests that come at the last minute and I feel we are functioning in a very reactive status. Being a new administrator to the district I did not receive ANY training for HR, payroll, financial etc.. that put me at a disadvantage. I believe there is an automatic assumption from upper management that we are to blame for situations (before investigating both sides) when many times we have tried to address them but are dealing with challenging personalities (e.g. parent personal issues). I feel like the district no longer functions in support of students but in what makes the executive management look good in the press.

So many responsibilities and less time to get everything done.

Working outside of the work day every day and on week ends to maintain - never to get ahead. There doesn't seem to be a solution, but it is important to keep a positive attitude and acknowledge the work of my team.

Additional comments - please provide any information you wish to share regarding workload issues.

2 responses

We're going to lose a lot of good people if things don't change soon.

I was initially proud to work in this district, but after years of budget cuts and lack of difficult decisions being made (e.g. closing small schools) I am seeing the toll it is taking on the staff. Strong administrators and teachers are literally breaking and the morale is truly low. I hope we can work together on solutions, but I honestly don't trust the motives of the executive level.