



Elementary School Staffing Formula Guidelines

ADMINISTRATION:	FTE	Days	Staffing Formula	Comments
Principal	1	224	1 per campus	
Assistant Principal	1	224	0-850	
Counselor	1	204	0-800	
TEACHERS:				
Early Childhood- 3 yr. old program	1	187	14 to 1	Programs are limited to Special Populations. Approval is necessary from Director & HR.
Teacher Pre-K	1	187	22 to 1	Class size is a recommendation. When necessary class sizes may exceed maximizing at 26:1 or as recommended by HR or Cabinet to place a paraprofessional or a teacher
Teacher Kinder-2nd	1	187	22 to 1	Class size is a recommendation. When necessary class sizes may exceed maximizing at 24-25:1 or as recommended by HR or Cabinet
Teacher 3rd- 4th	1	187	22 to 1	Waiver approved may maximize at 26:1 or as recommended by HR or Cabinet
Teacher 5th Grade	1	187	22 to 1	Waiver approved may maximize at 28:1 or as recommended by HR or Cabinet
Teacher P.E.	2	187	2 per campus	Allocations based on campus data and recommendations. Must be approved by HR or Cabinet. *Recommendations are subject to change.
Teacher Music	1	187	1 per campus	Allocations based on campus data and recommendations. Must be approved by HR or Cabinet.
Teacher SPED	n/a	187	SPED recommendation	Allocations based on campus data and recommendations by SPED department and approved by HR or Cabinet
Teacher At-Risk	n/a	187	No Standard	Funded through campus Title/ SCE funds- Based on campus needs and must be approved by HR or Cabinet.
MINIMUM CLASS SIZE:				
Minimum class size for Regular Education	n/a	n/a	15 to 1	Any class with less than 14 students must be approved by HR or Cabinet.
Minimum class size for SPED classes	n/a	n/a	SPED recommendation	Class size based on student IEP's
PROFESSIONAL SUPPORT STAFF:				
Campus Instructional Coach	n/a	200	No Standard	Funded through campus Title/ SCE funds- Based on campus needs and must be approved by HR or Cabinet.
Librarian	1	190	1 per campus	
Nurse	1	195	1 per campus	
ADMINISTRATIVE SUPPORT:				
Office Business Manager	1	224	1 per campus	
Attendance Clerk	1	200	1 per campus	
Receptionist	0.5	224	0-500	1.0 = 501 or above
Parent Liaison	n/a	181	No Standard	Funded through campus Title/ SCE funds- Based on campus needs and must be approved by HR or Cabinet.
INSTRUCTIONAL SUPPORT :				
Bilingual LPAC Aide	1	181	300 or more	(.5 FTE= 299 or less) TBD through Bilingual Population based on campus data and approval by HR or Cabinet.

Pre-K Bilingual Aide	0.5	181	1/2 day	Based on campus data if it exceeds ratio 22:1 or greater must be approved by HR or Cabinet.
P.E. Aide	1	181	500 or more	To support by maintaining a ratio of 45:1 or as determined by HR or Cabinet.
At-Risk Aide	n/a	181	No Standard	Funded through campus Title/ SCE funds- Based on campus needs and must be approved by HR or Cabinet.
Library Educational Aide	n/a	181	No Standard	Funded through campus Title/ SCE funds- Based on campus needs and must be approved by HR or Cabinet.
Migrant Assistant	n/a	181	No Standard	Allocations based on campus data to be shared among campuses and approved by HR or Cabinet
CUSTODIAL:				
Lead Custodian	1	238	1 per campus	
Assistant Lead Custodian	1	238	1 per campus	
Custodian	1	238	TBD	1 per 20,000 sq. ft. To include lead and assistant custodian

****Numbers must be sustained for a minimum of 30 days to justify a new FTE for teachers only****

Numbers must be sustained for a semester to justify a new FTE for all other categories



Middle School Staffing Formula Guidelines

ADMINISTRATION:	FTE	Days	Staffing Formula	Comments
Principal	1	224	1 per campus	
Assistant Principal	1	224	0-700 (1)	
			701-1000 (2)	
			1001-1300 (3)	
Counselor	2	204	1 per 400	Additional support may be considered based on the needs of the campus and approval of HR or Cabinet.
TEACHERS:				
Teachers	1	187	25 to 1	Classroom teachers must teach a minimum of 3 classes. When necessary, class sizes may exceed maximizing at 30:1.
P.E. Teachers	1	187	40 to 1	Every middle school will receive a minimum of 1 PE teacher
ESOL Teacher	1	187	1 per campus	
Teacher SPED	n/a	187	SPED recommendation	Allocations based on campus data and recommendations by SPED department. Must be approved by HR or Cabinet.
Trainer	n/a	n/a	TBD	Allocations based on campus data and recommendations. Must be approved by HR or Cabinet
CLASS SIZE:				
Minimum class size for SPED classes	n/a	n/a	SPED recommendation	Class size based on student IEP's
Minimum class size	n/a	n/a	15 to 1	Any class with less than 14 students must be approved by HR or Cabinet.
PROFESSIONAL SUPPORT STAFF:				
Campus Instructional Coach	n/a	200	No Standard	Funded through campus Title/ SCE funds- Based on campus needs and must be approved by HR or Cabinet.
Librarian	1	190	1 per campus	
Nurse	1	195	1 per campus	
ADMINISTRATIVE SUPPORT:				
Office Business Manager	1	224	1 per campus	
Attendance Clerk	1	200	1 per campus	
Registrar	1	224	1 per campus	
Campus Clerk	1	224	1 per campus	
Parent Liaison	n/a	181	No Standard	Funded through campus Title/ SCE funds- Based on campus needs and must be approved by HR or Cabinet.
INSTRUCTIONAL SUPPORT:				
At-Risk Aide	n/a	181	No Standard	Funded through campus Title/ SCE funds- Based on campus needs and must be approved by HR or Cabinet.
Library Educational Aide	n/a	181	No Standard	Funded through campus Title/ SCE funds- Based on campus needs and must be approved by HR or Cabinet.
Migrant Assistant	n/a		n/a	Allocations based on campus data and recommendations. Must be approved by HR or Cabinet.
ISS Paraprofessional	1			

ESOL Aide	1	181	300 or more	
Special Education Aide	n/a	181	SPED recommendation	Allocations based on campus data and recommendations. Must be approved by HR or Cabinet.
CUSTODIAL:				
Lead Custodian	1	238	1 per campus	
Assistant Lead Custodian	1	238	1 per campus	
Custodian	1	238	TBD	1 per 20,000 sq. ft. To include lead and assistant custodian

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High School Staffing Formula Guidelines

ADMINISTRATION:	FTE	Days	Staffing Formula	Comments
Principal	1	224	1 per campus	
Assistant Principal	1	224	0-500 (1)	Additional or alternate support may be considered based on the needs of the campus
			501-900 (2)	
			901-1400 (3)	
			1401-1900 (4)	
Band Director	1	224	TBD	Allocation is based on campus data. Must be approved by HR or Cabinet.
District Athletic Director	1	224	TBD	Allocations based on campus needs and recommendations. Must be approved by HR or Cabinet.
Career & Technology Counselor	1	200	campus	Allocations based on campus needs and recommendation. Must be approved by HR or Cabinet.
Counselor	4	204	1,600-1,799 (400 to 1)	Additional or alternate support may be considered based on the needs of the campus
TEACHERS:				
Teachers	1	187	25 to 1	Classroom teachers must teach a minimum of 3 classes. Maximum class size 30:1
P.E. Teachers	1	187	40 to 1	
English Learner Facilitator	1	187	1 per campus	Allocations based on campus data and recommendations. Must be approved by HR or Cabinet.
Teacher SPED	n/a	187	SPED recommendation	Allocations based on campus data and recommendations by SPED department and approved by HR or Cabinet
Teacher At-Risk	n/a	187	No Standard	Funded through campus Title/ SCE funds- Based on campus needs and must be approved by HR or Cabinet.
Naval Science Instructor	2	187	No Standard	Must be approved by HR or Cabinet.
At Risk Coordinator	n/a	187	No Standard	Funded through campus Title/ SCE funds- Based on campus needs and must be approved by HR or Cabinet.
Athletic Trainers	n/a	n/a	TBD	Allocations based on campus data and recommendations. Must be approved by HR or Cabinet.
CLASS SIZES:				
Minimum class size for SPED classes	n/a	n/a	SPED recommendation	Class size based on student IEP's
Minimum class size	n/a	n/a	15 to 1	Any class with less than 14 students must be approved by HR or Cabinet.
PROFESSIONAL SUPPORT STAFF:				
Campus Instructional Coach	n/a	200	No Standard	Funded through campus Title/ SCE funds- Based on campus needs and must be approved by HR or Cabinet.
Intervention Specialist	n/a	187	No Standard	Funded through campus Title/ SCE funds- Based on campus needs and must be approved by HR or Cabinet.
Campus Testing & College Readiness Facilitator	1	200	1 per campus	
Librarian	1	190	1 per campus	
Nurse	1	195	1 per campus	
ADMINISTRATIVE SUPPORT:				
Secretary to Principal	1	224	1 per campus	

Campus Business Agent	1	224	1 per campus	
Attendance Clerk	2	200	1 per campus	
Counselor Clerk	1	200		
Data Entry Clerk	2	224	1 per campus	
Registrar	1	224	1 per campus	
Receptionist	1	224	1 per campus	
Parent Liaison	n/a	181	No Standard	Funded through campus Title/ SCE funds- Based on campus needs and must be approved by HR or Cabinet.
INSTRUCTIONAL SUPPORT:				
At-Risk Aide	n/a	181	No Standard	Funded through campus Title/ SCE funds- Based on campus needs and must be approved by HR or Cabinet.
Campus Aides	3	181	TBD	Allocations based on campus data and recommendations. Must be approved by HR or Cabinet.
Campus Clerk- Textbook/ Fixed Assets	1	181	1 per campus	
ISS Paraprofessional	1	181	1 per campus	
Special Education Aide	n/a	181	SPED recommendation	Allocations based on campus data and recommendations by Personnel Committee and approved by HR.
CUSTODIAL:				
Lead Custodian	1	238	1 per campus	
Assistant Lead Custodian	1	238	1 per campus	
Custodian	1	238	TBD	1 per 20,000 sq. ft. To include lead and assistant custodian

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Early College Staffing Formula Guidelines

ADMINISTRATION:	FTE	Days	Staffing Formula	Comments
Principal	1	224	1 per campus	
Dean of Students	1	224	0-500	Additional or alternate support may be considered based on the needs of the campus
Counselor	1	204	1,600-1,799 (400 to 1)	Additional or alternate support may be considered based on the needs of the campus
TEACHERS:				
Teachers	1	187	25 to 1	Classroom teachers must teach a minimum of 3 classes. Maximum class size 30:1
P.E. Teacher	1	187	per campus	
CLASS SIZES:				
Minimum class size	n/a	n/a	15 to 1	Any class with less than 14 students must be approved by HR or Cabinet.
PROFESSIONAL SUPPORT STAFF:				
Campus Instructional Coach	n/a	200	No Standard	Funded through campus Title/ SCE funds- Based on campus needs and must be approved by HR or Cabinet.
Nurse	1	195	1 per campus	
ADMINISTRATIVE SUPPORT:				
Office Business Manager	1	224	1 per campus	
Attendance Clerk	1	200	1 per campus	
Registrar	1	224	1 per campus	
Receptionist	0.5	224	TBD	Allocation based on campus numbers 1 FTE= 500 and above
Parent Liaison	n/a	181	No Standard	Funded through campus Title/ SCE funds- Based on campus needs and must be approved by HR or Cabinet.
CUSTODIAL:				
Custodian	1	238	TBD	1 per 20,000 sq. ft. To include lead and assistant custodian

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Numbers must be sustained for a semester to justify a new FTE for all other categories



DAEP Staffing Guidelines

ADMINISTRATION:	FTE	Days	Staffing Formula	Comments
DAEP Coordinator	1	200	1 per campus	
Counselor	1	204	1 per campus	Additional or alternate support may be considered based on the needs of the campus
TEACHERS:				
Teachers	1	187	1 per core content area	Currently 4 teachers are assigned to DAEP- Allocations based on campus needs
SPED Teacher	TBD	187	TBD	Allocations is based on campus data/needs and recommendations. Must be approved by HR or Cabinet.
PROFESSIONAL SUPPORT STAFF:				
Nurse	1	195	1 per campus	Allocation is based on number of students and may be shared with other campuses as recommended by DAEP and approved by HR or Cabinet.
INSTRUCTIONAL SUPPORT:				
DAEP Aide	1	181	per DAEP	Based on campus data and recommendations. Funded with State Compensatory Education. Must be approved by HR or Cabinet.