

FY 2024/25 ACPS Staffing Standards

ACPS Staffing Standard Ratio		Staffing Requirement / Industry Standard		Funding Notes
FTE	Criteria	FTE	Criteria	

General Education

Elementary Schools

ACPS Staffing Standard Ratio	Staffing Requirement / Industry Standard	Funding Notes		
FTE	Criteria	FTE	Criteria	Funding Notes
1.00	20.05 students	1.00	24 in kindergarten with no class being larger than 29 students; if the average daily membership in any kindergarten class exceeds 24 pupils, a full-time teacher's aide shall be assigned to the class	Budget Reductions Proposal
1.00	Classroom Teacher K-3	1.00	24 in grades one, two, and three with no class being larger than 30 students	
1.00	22.25 students	1.00	25 in grades four through six with no class being larger than 35 students	
1.00	Classroom Teacher 4-5			
1.00	70 economically disadvantaged students			
1.00	Class Size Reduction	1.00	550 K-3 students	
1.00	100 economically disadvantaged students (minimum 1 per school, then rounded to nearest 0.0, 0.5, 0.8)			
1.00	Reading Specialist			
1.00	per 200 economically disadvantaged students (provided to schools with at least 50 economically disadvantaged students)			
1.00	Tiered Services	0.50	per school	
1.00	Principal	1.00	per school >300 students	
1.00	per school	0.50	per school >600 students	
2.00	per school >700 students or > 300 economically disadvantaged students	0.50	per school >900 students	
2.00	Assistant Principal	1.00	per school >900 students	
2.00	per school			
2.00	Clerical (12-mo OA/Bookkeeper)	0.50	per school	
0.50	per school >500 students (2.50 clerical total)	1.00	per school >300 students	Updated for FY 2024/25
1.00	per school >600 students (3.00 clerical total) or >300 economically disadvantaged students			
	2-year avg, including preschool enrollment			
0.28	Teaching Assistant K-1			
	per K-1 classroom			
	4/7.25 hrs per day			
	0.50 TA conversion			
0.50	per school (one full-time position)			
1.00	per school >350 students (two full-time positions)			
1.50	per school >700 students (three full-time positions)			
0.50	additional assigned to schools with an average substitute fill rate below 40% (5.0 FTE division-wide)			
	2-year avg, including preschool enrollment			
	0.50 TA conversion			

ACPS Staffing Standard Ratio		Staffing Requirement / Industry Standard		Funding Notes
FTE	Criteria	FTE	Criteria	

Comprehensive Middle Schools

ACPS Staffing Standard Ratio		Staffing Requirement / Industry Standard		Funding Notes
FTE	Criteria	FTE	Criteria	
Classroom Teacher	1.00 23.50 students	1.00	25 in grades four through six with no class being larger than 35 students	FY2024/25 Budget Reductions Proposal
		1.00	24 in English classes in grades six through eight	
Class Size Reduction	1.00 70 economically disadvantaged students			
Reading Specialist	1.00 per school 2.00 per school > 250 economically disadvantaged students 3.00 per school > 500 economically disadvantaged students			
Tiered Services	1.00 per 110 economically disadvantaged students			
Principal	1.00 per school	1.00	per school	
Assistant Principal	1.00 per school 2.00 per school >800 students or >300 economically disadvantaged students <i>2-year average</i>	1.00	per school for each 600 students	
Clerical (12-mo OA/Bookkeeper)	2.00 per school	1.00	per school	
Clerical (10-mo OA)	0.50 per school >600 students (2.50 clerical total)	1.00	additional for each 600 students beyond 200 students	
Testing Specialist	0.50 per school			
School-based Substitute (Teaching Assistant)	0.50 per school 1.00 per school >400 students 1.50 per school >800 students 0.50 additional assigned to schools with an average substitute fill rate below 40% (5.0 FTE division-wide) <i>2-year average</i> <i>0.50 TA conversion</i>			

ACPS Staffing Standard Ratio			Staffing Requirement / Industry Standard		Funding						
FTE	Criteria		FTE	Criteria	Notes						
Comprehensive High Schools											
Classroom Teacher	1.00	23.50 students	1.00	24 in English classes in grades nine through 12	FY2024/25 Budget Reductions Proposal						
Class Size Reduction	1.00	70 economically disadvantaged students									
Reading Specialist	1.00	per school									
	2.00	per school > 250 economically disadvantaged students									
	3.00	per school > 500 economically disadvantaged students									
Tiered Services	1.00	per 200 economically disadvantaged students									
Principal	1.00	per school	1.00	per school							
Assistant Principal (12-mo)	2.00	per school	1.00	per school for each 600 students							
	3.00	per school >1000 students									
	4.00	per school >1700 students <i>2-year average</i>									
Assistant Principal (12-mo)	1.00	per school > 600 economically disadvantaged students <i>2-year average</i>									
Clerical 12-mo Bookkeeper 12-mo Database/Registrar 12-mo Front Office 12-mo Timekeeper 11-mo Sub Coord/Other 11-mo Attendance 10-mo Attendance	7.00	per school	1.00	per school	Updated for FY 2024/25						
						Clerical 10-mo Attendance	1.00	per school > 300 economically disadvantaged students			
									Clerical 12-mo AP Support	1.00	per school > 1700 students
						Clerical 12-mo Registrar	1.00	per school > 1700 students			
						Testing Specialist	0.50	per school >1000 students			
							0.75	per school >1500 students			
1.00	per school >2000 students										
Work-Based Learning Specialist (11-mo)	1.00	per school									
School-based Substitute (Teaching Assistant)	1.00	per school									
	1.50	per school >1000 students									
	2.00	per school >1700 students									
	0.50	additional assigned to schools with an average substitute fill rate below 40% (5.0 FTE division-wide) <i>2-year average</i> <i>0.50 TA conversion</i>									

ACPS Staffing Standard Ratio		Staffing Requirement / Industry Standard		Funding Notes
FTE	Criteria	FTE	Criteria	

Intervention

Elementary Schools				
Intervention Teacher		Variable staffing based on minimizing staffing loss (when compared to FY 2023/24) to a school's system for intervention and to deliver staffing to schools who may have a higher need than is predicted by demographics.		10.0 Total FTE funded division-wide in FY 2024/25
Comprehensive Middle Schools				
Intervention Teacher	1.00	per school that meets or exceeds the Division's Free/Reduced lunch average		
Intervention Teacher		Variable staffing based on minimizing staffing loss (when compared to FY 2023/24) to a school's system for intervention and to deliver staffing to schools who may have a higher need than is predicted by demographics.		10.0 Total FTE funded division-wide in FY 2024/25

School Counseling

Elementary Schools				
School Counselor	1.00 1.50 2.00	per school per school >575 students per school >625 students <i>Including preschool enrollment</i>	1.00 one hour per day per 100 students per school >500 students one hour per day additional time per 100 students or major fraction thereof	
Comprehensive Middle Schools				
School Counselor (11-mo)	2.00	per school	1.00 one period per 80 students per school >400 students one additional period per 80 students or major fraction thereof	
School Counselor (10-mo)	1.00	additional per 260 students after 520 or fraction thereof		
Counseling Clerical (11-mo OA)	1.00	per school		
STEP	0.17 0.50	STEP Counselor per school STEP TA per school <i>0.50 TA Conversion</i>		
Comprehensive High Schools				
School Counselor (12-mo)	1.00	per school	1.00 one period per 70 students per school >350 students one additional period per 70 students or major fraction thereof	
School Counselor (10-mo)	1.00	additional per 225 after 287 or fraction thereof		
Counseling Director (12-mo)	1.00	per school		
Counseling Clerical (12-mo OA)	1.00	per school		
STEP	0.17 0.50	STEP Counselor per school STEP TA per school <i>0.50 TA Conversion</i>		

ACPS Staffing Standard Ratio		Staffing Requirement / Industry Standard		Funding
FTE	Criteria	FTE	Criteria	Notes

Special Education

A-BASE (for children with Autism in the Regular Education environment)

Elementary Schools

Teacher	1.00	per 5-6 children			
Autism Assistant	3.00				
Teacher	1.00	per 7-8 children			
Autism Assistant	4.00				

Middle and High Schools

Teacher	1.00	per 5-8 children			
Autism Assistant	2.00				

B-BASE (for children with behavioral challenges in the Regular Education environment)

Elementary Schools

Teacher	1.00	per 5-8 children			
Behavior Assistant	2.00				

Middle and High Schools

Teacher	1.00	per 5-8 children			
Autism Assistant	1.00				

C-BASE: Functional skills, Community based instruction, Post high programs (self-contained models)

Elementary Schools

Teacher	1.00	per 5-6 children			
Teaching Assistant	2.00	(or 3.00)			
Teacher	1.00	per 7-8 children			
Teaching Assistant	3.00	(or 4.00)			

Middle and High Schools

Teacher	1.00	per 5-8 children			
Teaching Assistant	2.00	(or 3.00)			

Generalist Special Education Program (resource/push-in/pull-out for remaining population)

<p>State points are totaled and divided by 20. Result is rounded up, typically to the nearest 0.50</p> <p>1-49% of Special Education Services: 1 point</p> <p>50-100% of Special Education Services: 2.5 points</p> <p>50-100% of Special Education Services, but child is AUT or MD: 3.3 points</p> <p>Total is divided by 20 and the resulting FTE is used as the staffing calculation</p> <p>Special consideration for adult assistance for individual students are considered on a case-by-case basis outside of this calculation</p>					
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ACPS Staffing Standard Ratio			Staffing Requirement / Industry Standard		Funding Notes
FTE	Criteria		FTE	Criteria	
<u>Speech Pathology</u>					
Speech Pathologist	1.00	2100 minutes per week, approx.			
<u>Psychology</u>					
School Psychologist	1.00	per 700 children			
<u>Occupational and Physical Therapy</u>					
Therapist	1.00	2200 minute per week, approx.			
<u>Specialists</u>					
Director of Special Education	1.00				
Assistant Director of Special Education	1.00				
Coordinators of Special Education	4.00	1 for Preschool & Elementary, 1 for Middle, 1 for High, 1 Post High & Center for Learning and Growth			
Autism Specialist (Board Certified Behavior Analyst)	1.00	per 75 students with Autism			
Behavior Specialist	2.00	(1 for Elementary, 1 for Secondary)			
Learning Disability Specialist	2.00	(1 for Elementary, 1 for Secondary)			
Teacher for Private Schools Service Plans	1.00	Caseload 35-45			
Teacher for students served by CSA	1.00	Caseload 35-45			

ACPS Staffing Standard Ratio		Staffing Requirement / Industry Standard		Funding Notes
FTE	Criteria	FTE	Criteria	

Pre-School / Early Childhood Special Education (ECSE)

Central Preschool Evaluation Team

Teacher	1.00			
Speech Pathologist	1.00			
Psychologist	1.00			

Early Childhood Special Education - Preschool General

Teacher	1.00	per ECSE classroom (up to 8 children with IEPs / 4 typically developing children)			
Teacher - Itinerant	1.00	per 16 - 24 children			
Teaching Assistant	2.00				
Teacher	1.00	per "6 and 6" classroom (up to 6 children with IEPs and 6 typically developing children)			
Teaching Assistant	2.00				
Instructional Assistant	1.00	per Blended / Supported Regular Classroom (4 children with disabilities)			

Special Education Preschool - Autism

Teacher	1.00	per classroom (5-6 children with Autism)			
Autism Assistant	3.00				
Teacher	1.00	per classroom (7-8 children with Autism)			
Autism Assistant	4.00				

Bright Stars

Teacher	1.00	per classroom (12 children eligible for Virginia Preschool Initiative and 4 children with disabilities)			
Teaching Assistant	2.00				
Teacher	1.00	per classroom (18 children eligible for Virginia Preschool Initiative)			
Teaching Assistant	1.00				

Health

Nurse	1.00	per school	While there is not a State Standard, 1 Health Service Staff per 1,000 students is recommended	Partially Funded
	2.00	per school > 750 students		
	3.00	per school > 1500 students		

ACPS Staffing Standard Ratio		Staffing Requirement / Industry Standard		Funding
FTE	Criteria	FTE	Criteria	Notes

Social Emotional Learning (SEL)

SEL Counselor	1.00	per 750 students (rounded), with minimum of 1.0		New FY 2024/25
	1.00	Additional SEL Counselor provided based on student need data (DESSA, Panorama Survey, Discipline, Chronic Absenteeism)		

Elementary Art, Music, and Physical Education

Elementary Schools

Teacher (Art, Music, PE combined total)	2.00	per school	5.00	per division per 1,000 K-5 students Taught by any K-5 endorsed teacher	Updated for FY 2024/25
	2.30	per school >240 students			
	2.70	per school >300 students			
	3.10	per school >360 students			
	4.00	per school >420 students			
	4.40	per school >480 students			
	5.70	per school >540 students			
	6.10	per school >600 students			
	6.66	per school >660 students			
	7.20	per school >720 students			
7.70	per school >780 students				
8.20	per school >840 students				
8.70	per school >900 students				
		<i>Including preschool enrollment</i>			

Art Teacher	0.50	per school			
	0.60	per school >300 students			
	0.70	per school >360 students			
	1.00	per school >420 students			
	1.00	per school >480 students			
	1.50	per school >540 students			
	1.50	per school >600 students			
	1.50	per school >660 students			
	1.50	per school >720 students			
	1.50	per school >780 students			
1.60	per school >840 students				
1.80	per school >900 students				

Music Teacher	0.50	per school			
	0.60	per school >300 students			
	0.70	per school >360 students			
	1.00	per school >420 students			
	1.00	per school >480 students			
	1.50	per school >540 students			
	1.50	per school >600 students			
	1.50	per school >660 students			
	1.50	per school >720 students			
	1.50	per school >780 students			
1.70	per school >840 students				
1.80	per school >900 students				

PE Teacher	1.00	per school			
	1.30	per school >240 students			
	1.50	per school >300 students			
	1.70	per school >360 students			
	2.00	per school >420 students			
	2.40	per school >480 students			
	2.70	per school >540 students			
	3.10	per school >600 students			
	3.66	per school >660 students			
	4.20	per school >720 students			
	4.70	per school >780 students			
	4.90	per school >840 students			
	5.10	per school >900 students			

ACPS Staffing Standard Ratio			Staffing Requirement / Industry Standard			Funding Notes
FTE	Criteria		FTE	Criteria		

Library Media

Elementary Schools

Media Specialist / Teacher	0.80 1.00	per school per school >285 students <i>Including preschool enrollment</i>	1.00 1.00	part-time per school per school >300 students	
Media Teaching Assistant	0.28	per school >600 students <i>Including preschool enrollment 0.50 TA Conversion</i>			

Comprehensive Middle Schools

Media Specialist / Teacher	1.00 1.33	per school per school >750 students	0.50 1.00 2.00	per school per school >300 students per school >1000 students	
Media Teaching Assistant	0.28 0.50	per school >600 students per school >750 students <i>0.50 TA Conversion</i>	1.00	per school >750 students	

Comprehensive High Schools

Media Specialist / Teacher	2.00	per school	0.50 1.00 2.00	per school per school >300 students per school >1000 students	
Media Teaching Assistant	0.50	per school >750 students <i>0.50 TA Conversion</i>	1.00	per school >750 students	

English Learners (EL)

<p>The ratios below provide a baseline for designing English Learner (EL) programs which should focus on meeting and exceeding the WIDA English Development standards. Ratios provided are not exact ratios of teachers to students, but rather a starting point for considering staffing needs to support students at different levels of English language proficiency.</p> <p>Beginning in 2024-25 ACPS will adhere to new VDOE staffing standards, but will use WIDA Screener and Alternate ACCESS scores as part of calculations for ratio levels, rather than categorize these students in the <i>Other</i> ratio.</p>					
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Level 1	1.00	Teacher per 20 EL students	1.00	Teacher per 20 EL students	Updated for FY 2024/25
Level 2	1.00	Teacher per 30 EL students	1.00	Teacher per 30 EL students	
Level 3	1.00	Teacher per 40 EL students	1.00	Teacher per 40 EL students	
Level 4	1.00	Teacher per 50 EL students	1.00	Teacher per 50 EL students	
Other	1.00	Teacher per 100 EL students	1.00	Teacher per 100 EL students	

Athletics

Comprehensive High Schools

Athletic Director	1.00	per school			
Athletic Trainer	1.33	per school			
Athletic Clerical (12-mo OA)	1.00	per school			

Talent Development

Elementary Schools

Teacher	0.50 0.60 0.70 1.00	per school per school >200 students per school >250 students per school >300 students			
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Comprehensive Middle Schools

Teacher	1.00	per school			
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Comprehensive High Schools

Teacher	1.00	per school			
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ACPS Staffing Standard Ratio		Staffing Requirement / Industry Standard		Funding Notes
FTE	Criteria	FTE	Criteria	

Instruction

Instructional Coach (including Title II)	1.00	per 40 teachers (by school)			Partial Funding
Instructional Coach (including Title II)	1.00	per 20 novice teachers (division-wide)			Partial Funding
Equity Coordinator	1.00	per 500 teachers (division-wide)			
Curriculum Coordinator	1.00	up to 7500 K-12 students for Math			
	1.00	up to 7500 K-12 students for English			
	1.00	up to 15,000 K-12 students for Science & Social Studies			
	1.00	up to 15,000 K-12 students for Differentiation			
	1.00	up to 15,000 K-12 students for Career & Technical Education			
	1.00	up to 15,000 K-12 students for Fine Arts			
	1.00	up to 15,000 K-12 students for Title I			
	1.00	up to 800 preschool students for Preschool			

School Security & Safety

Comprehensive Middle Schools					
Student Safety Coach	1.00	per school			
	0.50	per school			
School Security Assistant	1.00	per school >400 students			Partial Funding
	1.50	per school >800 students <i>0.50 TA Conversion</i>			
Comprehensive High Schools					
Student Safety Coach	1.00	per school			
	0.50	per school			
School Security Assistant	1.00	per school >1000 students			
	1.50	per school >1700 students <i>0.50 TA Conversion</i>			

Technology

School-Based Learning Technology Integrator (LTI) Teacher	1.00	1000 students (approx.)			
School-Based Technical Support Specialist (TSS)	1.00	1000 students (approx.)		2.00	per 1,000 students in grades kindergarten through 12, one to provide technology support and one to serve as an instructional technology resource teacher
IT Staff (All)	1.00	per 45 employees		1.00	per 45 employees (WorkForce 75th percentile for organizations with 1,000 to 5,000 employees)

ACPS Staffing Standard Ratio			Staffing Requirement / Industry Standard		Funding Notes
FTE	Criteria		FTE	Criteria	

Building Services

Elementary Schools

Lead Custodian	1.00	per school			
Custodian	1.00	per 17,000 SF	1.00	per 17,000 square feet (APPA Level 2)	

Comprehensive Middle Schools

Lead Custodian	1.00	per school			
Custodian	1.00	per 21,000 SF	1.00	per 21,000 square feet (APPA Level 2)	

Comprehensive High Schools

Building Manager	1.00	per school			
Custodial Supervisor	1.00	per school			
Custodian	1.00	per 22,000 SF	1.00	per 22,000 square feet (APPA Level 2)	

Multi-School

Custodian - Floating		# of Regular Custodians * Average leave hours per year / 2,080		# of Regular Custodians * Average leave hours per year / 2,080	Partial Funding
Custodian - Zone Supervisor	3.00	division-wide			

Department-Based

Maintenance	1.00	per 62,500 SF	1.00	per 62,500 SF (APPA Level 2)	
Grounds (Regular)	1.00	per 68 acres	1.00	per 10 acres	
Grounds (Seasonal)	1.00	per 100 acres			
Support Staff	1.00	per 620,000 SF	1.00	per 620,000 SF	

Transportation Services

Lead Bus Driver	1.00	per school			
Bus Driver - Regular	1.00	per route, includes Lead Bus Drivers (routes are designed with maximum on-bus times of 1.0 hour for elementary students and 1.5 hours for middle and high students)			
Bus Driver - Relief	1.00	per 20 Regular Bus Drivers (approx.)			
Bus Driver - Special Education		As needed per school			
Transportation Assistants	1.00	per Special Education bus			
Activity Driver	1.00	per 2,800 students (approx.)			
Mechanics	1.00	per 70 vehicles maintained (approx.)			

Human Resources

Human Resources	1.03	per 100 employees	1.03	per 100 employees (Society for Human Resource Management)	
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Extended Day Enrichment Program (EDEP)

Site Facilitator	1.00	per school			
Teacher	1.00	per 18 students	1.00	per 18 students (ages 5-8)	
Teaching Assistant	1.00	as required, based on Special Education student IEP	1.00	per 20 students (ages 9+)	