

FY25 Personnel Resource Allocation Formulas
Elementary Schools

Position	Allocation	Comments
Principal	1 per school	12 months
Assistant Principal	1 - 1,199 students = 1.0 1,200+ students = 2.0	206 duty days
Regular Teachers Gr K-3 Gr 4-5	1 per 18 students 1 per 22 students [round up based on Direct Certification %; .01 (90% or >), .25 (< 90%)] Total enrollment minus ESE and Basic Pre-K	196 duty days 196 duty days
SAI Teacher	1 per school	196 duty days
Art, Music, P.E. Teachers	1 - 598 students = 3.0 599 - 773 students = 3.5 774 - 890 students = 4.0 891 - 1,010 students = 4.5 1,011 - 1,130 students = 5.0 1,131 - 1,250 students = 5.5 1,251 - 1,370 students = 6.0 1,371 - 1,490 students = 6.5 1,491 or > students = 7.0 Total enrollment minus ESE and Basic Pre-K	196 duty days
Guidance Counselors	1 per school Includes ESE Pre-K students	196 duty days
Media Specialist	1 per school Includes ESE Pre-K students	196 duty days
School Admin Assistant	1 per school Includes ESE Pre-K students	12 months
School Treasurer	1 per school Includes ESE Pre-K students	206 duty days
Data Processor	1 per school	216 duty days
School Office Assistant (Attendance)	501+ students = 1.0 Includes both basic and ESE Pre-K students	182 duty days / 6 hours per day
School Office Assistants	1,001 - 1,250 students = 1.0 1,250+ students = 2.0	206 duty days
Media Clerk	751+ students = 1.0 Includes ESE Pre-K students	190 duty days
Instructional Technical Support Asst	1 per school	206 duty days
Custodial Staff	Formulas as developed	12 months
Behavioral Health Professional	1 per school	206 duty days