

FY25 Personnel Resource Allocation Formulas
High Schools

Position	Allocation	Comments
Principal	1 per school	12 months
Assistant Principal	1 - 1,000 students = 2.0 1,001 - 1,800 students = 3.0 1,801 - 2,600 students = 4.0 2,601 - 3,400 students = 5.0 3,401+ students = 6.0	Up to 3 units @ 226 duty days; the additional units @ 206 duty days
Regular Teachers	1 teacher per 25 students [roundup based on Direct Certification %; .01 (85% or >), .50 (< 85%)]	196 duty days
Guidance Counselors	1 - 555 students = 1.0 556 - 925 students = 2.0 926 - 1,295 students = 3.0 1,296 - 1,665 students = 4.0 1,666 - 2,035 students = 5.0 2,036+ students = 6.0	196 duty days
Media Specialist	1 - 1,000 students = 1.0 1,001+ students = 2.0	196 duty days
School Admin Assistant	1 per school	12 months
School Treasurer	1 per school	12 months
Data Processors	1 - 1,750 students = 1.0 1,751 - 3,250 students = 2.0 3,251+ students = 3.0	1 unit @ 12 months; additional units @ 206 duty days
School Office Assistants	1 - 1,306 students = 1.0 1,307 - 1,469 students = 2.0 1,470 - 1,632 students = 3.0 1,633 - 1,958 students = 4.0 1,959 - 2,284 students = 5.0 2,285 - 2,610 students = 6.0 2,611 - 2,936 students = 7.0 2,937 - 3,262 students = 8.0 3,263 - 3,588 students = 9.0 3,589 - 3,914 students = 10.0 3,915+ students = 11.0	216 duty days
Media Clerk	751+ students = 1.0	190 duty days
Secondary Tech Support Tech	1 per school	216 duty days
Custodial Staff	Formulas as developed	12 months
Extra Periods - Credit Recovery	7 per school (excluding 8th period day schools)	
In School Suspension	180 substitute days	
School Security Monitor	1 per school	182 duty days
Behavioral Health Professional	1 per school	206 duty days