

FY25 Personnel Resource Allocation Formulas

K-8 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 | 1 per 18 students | 196 duty days |
| Gr 4-5 | 1 per 22 students [round up based on Direct Certification %; .01 (90% or >), .25 (< 90%)] | 196 duty days |
| Gr 6-8 | 1 per 21.35 students [roundup based on Direct Certification %; .01 (85% or >), .50 (< 85%)] | minimum of 4 units |
| | Total enrollment minus ESE and Basic Pre-K | |
| Teacher on Special Assignment (TOSA)* | 1 per school | 196 duty days *Allocated if 2nd AP is not generated |
| SAI Teacher | 1 per school | 196 duty days |
| Art, Music, P.E. Teachers | | |
| *Total Gr K-8 enrollment | 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 | Elementary (K-5) = 1 per school Secondary (6-8): 200 or > students = 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 *STST (216DD) for The Conservatory only |
| Custodial Staff | Formulas as developed | 12 months |
| Behavioral Health Professional | 1 per school | 206 duty days |