

**FY25 Personnel Resource Allocation Formulas
K-12 Schools**

Position	Allocation	Comments
Principal	1 per school	12 months
Assistant Principal	1 AP Middle 1 AP High	12 months 12 months
Regular Teachers	1 teacher per 18 students (K-3) 1 teacher per 22 students (4-5) [round up based on Direct Certification %; .01 (90% or >), .25 (< 90%)] 1 teacher per 21.35 students (Middle School) 1 teacher per 25 students (High School) [roundup based on Direct Certification %; .01 (85% or >), .50 (< 85%)]	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	196 duty days
Guidance Counselors	1 Elementary Certified School Counselor 1 Secondary Certified School Counselor	196 duty days
Media Specialist	1 per school	196 duty days
School Admin Assistant	1 per school	12 months
School Treasurer	1 per school	12 months
School Office Assistant (Attendance)	501+ students = 1.0	182 duty days / 6 hours per day
Data Processor	1 per school	12 months
School Office Assistants	1,001 - 1,250 students = 1.0 1,251 - 1,500 students = 2.0	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
In School Suspension	180 substitute days	
Behavioral Health Professional	1 per school	206 duty days