

Staffing Standards

Purpose

The purpose of the staffing standards is to foster equity across schools; however, if an individual school wishes to deviate from a particular standard for a reason related to its School Strategic Plan, a waiver process has been established.

Development

The School Division staffing standards were developed by a committee that included central office and school-based staff. The committee surveyed school staff about critical issues. Once the committee developed a set of proposed Standards, they were reviewed by the Division's entire Leadership Team, which includes all school-based and central office administrative staff.

Organization

The standards are organized by school-based program categories and positions, followed by department positions. Special Education and Preschool standards are provided last, in a different format. The staffing categories are:

- General Education
- Intervention
- School Counseling
- Elementary Art, Music, and Physical Education
- Library Media
- Talent Development
- Social Emotional Learning (SEL)
- Health
- English Learners (EL)
- Athletics
- Instruction
- School Security & Safety
- Technology
- Building Services
- Transportation Services
- Human Resources
- Extended Day Enrichment Programs (EDEP)
- Special Education
- Preschool

Within each category, standards are presented by elementary school, comprehensive middle school, comprehensive high school, and non-school based.

Review

Staffing standards are reviewed on a 5-year cycle, and changes are proposed during the budget development process.

FY 2025/26 ACPS Staffing Standards

ACPS Staffing Standard Ratio			Staffing Requirement / Industry Standard		Funding
FTE	Criteria		FTE	Criteria	Notes
General Education					
Elementary Schools					
Classroom Teacher K-3	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	
Classroom Teacher 4-5	1.00	22.25 students	1.00	24 in grades one, two, and three with no class being larger than 30 students	
Class Size Reduction	1.00	70 economically disadvantaged students	1.00	25 in grades four through six with no class being larger than 35 students	
Reading Specialist	1.00	100 economically disadvantaged students (minimum 1 per school, then rounded to nearest 0.0, 0.5, 0.8)	1.00	550 K-3 students	
Tiered Services	1.00	per 200 economically disadvantaged students (provided to schools with at least 50 economically disadvantaged students)			
Principal	1.00	per school	0.50 1.00	per school per school >300 students	
Assistant Principal	1.00 2.00	per school per school >700 students or > 300 economically disadvantaged students 2-year avg, including preschool enrollment	0.50 1.00	per school >600 students per school >900 students	
Clerical (12-mo OA/Bookkeeper)	2.00	per school	0.50	per school	
Clerical (10-mo OA)	0.50 1.00	per school >500 students (2.50 clerical total) per school >600 students (3.00 clerical total) or >300 economically disadvantaged students 2-year avg, including preschool enrollment	1.00	per school >300 students	
Teaching Assistant K-1	0.28	4-hour TA per K-1 classroom 4/7.25 hrs per day 0.50 TA conversion			
School-Based Substitute (Teaching Assistant)	0.50 1.00 1.50 0.50	per school (one full-time position) per school >350 students (two full time positions) per school >700 students (three full-time positions) 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
FTE	Criteria		FTE	Criteria	Notes
Comprehensive Middle Schools					
Classroom Teacher	1.00	23.50 students	1.00	25 in grades four through six with no class being larger than 35 students	
			1.00	24 in English classes in grades six through eight	
Class Size Reduction	1.00	70 economically disadvantaged students			
Reading Specialist	1.00 2.00 3.00	per school per school > 250 economically disadvantaged students 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 2.00	per school per school >800 students or >300 economically disadvantaged students 2-year average	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 1.00 1.50 0.50	per school per school >400 students per school >800 students additional assigned to schools with an average substitute fill rate below 40% (5.0 FTE division-wide) 2-year average 0.50 TA conversion			

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	
Class Size Reduction	1.00	70 economically disadvantaged students			
Reading Specialist	1.00 2.00 3.00	per school per school > 250 economically disadvantaged students 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 3.00 4.00	per school per school >1000 students per school >1700 students	1.00	per school for each 600 students	
Assistant Principal (12-mo)	1.00	per school > 600 economically disadvantaged students			
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	
Clerical 10-mo Attendance	1.00	per school > 300 economically disadvantaged students	1.00	additional for each 600 students beyond 200	
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 0.75 1.00	per school >1000 students per school >1500 students per school >2000 students			
Work-Based Learning Specialist (11-mo)	1.00	per school			
School-based Substitute (Teaching Assistant)	1.00 1.50 2.00 0.50	per school per school >1000 students per school >1700 students additional assigned to schools with an average substitute fill rate below 40% (5.0 FTE division-wide)			
		2-year average 0.50 TA conversion			

High School Centers

Classroom Teacher	1.33 0.34 0.67	per grade level that has enrollment at each studio for specialized studio classes for each grade level enrollment >20 total students (>10 daily students) for Core Academic Classes for each grade level enrollment >40 total students (>20 daily students) for Core Academic Classes			Clarified in FY 2025/26
Director	1.00	per school			
Certified Nursing Assistant	0.50	per school (0.50 TA conversion)			
Clerical (12-mo OA/Bookkeeper)	1.00	per school			

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

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
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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

School Counseling

Elementary Schools

School Counselor	1.00	per school	1.00	one hour per day per 100 students per school >500 students	
	1.50	per school >575 students		one hour per day additional time per 100 students	
	2.00	per school >625 students Including preschool enrollment		or major fraction thereof	

Comprehensive Middle Schools

School Counselor (11-mo)	1.00	per school		one period per 80 students	
School Counselor (10-mo)	1.00	per school	1.00	per school >400 students	Clarified in FY 2025/26
	1.00	additional > 625 students or >300 economically disadvantaged students Higher of 2-year allocation used		one additional period per 80 students	
Counseling Clerical (11-mo OA)	1.00	per school		or major fraction thereof	
STEP	0.17	STEP Counselor per school			
	0.50	STEP TA per school 0.50 TA Conversion			

Comprehensive High Schools

School Counselor (12-mo)	1.00	per school		one period per 70 students	
School Counselor (10-mo)	1.00	per school	1.00	per school >350 students	Clarified in FY 2025/26
	1.00	additional per 250 students over 375 Higher of 2-year allocation used		one additional period per 70 students or major fraction thereof	
Counseling Director (12-mo)	1.00	per school			
Counseling Clerical (12-mo OA)	1.00	per school			
STEP	0.17	STEP Counselor per school			
	0.50	STEP TA per school 0.50 TA Conversion			

ACPS Staffing Standard Ratio			Staffing Requirement / Industry Standard		Funding Notes
FTE	Criteria		FTE	Criteria	
Elementary Art, Music, and Physical Education					
Elementary Schools					
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 (may substitute for Teaching Assistant for FTE beyond 2.0)	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				
Teacher (Art, Music, PE combined total)	2.00	per school			
	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			
		Including preschool enrollment			
			5.00	per division per 1,000 K-5 students Taught by any K-5 endorsed teacher	

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

Library Media

Elementary Schools

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

Comprehensive Middle Schools

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

Comprehensive High Schools

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

Talent Development

Elementary Schools

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

Comprehensive Middle Schools

Teacher	1.00	per school			
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Comprehensive High Schools

Teacher	1.00	per school			
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Social Emotional Learning (SEL)

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

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

English Learners (EL)

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.

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 Other ratio.

Level 1	1.00	Teacher per 20 EL students	1.00	Teacher per 20 EL students	
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			

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			

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

School Security & Safety

Comprehensive Middle Schools

Student Safety Coach	1.00	per school			
	1.00	per school			
School Security Officer	2.00	per school >400 students			Partial Funding
	3.00	per school >800 students			

Comprehensive High Schools

School Resource Officer	1.00	per school			FY 2025/26 Proposal
	1.00	per school			
School Security Officer	2.00	per school >1000 students			
	3.00	per school >1700 students			

Technology

School-Based Learning Technology Integrator (LTI) Teacher	1.00	per 1,000 students in preschool to 12th grade (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	
School-Based Technical Support Specialist (TSS)	1.00	per 1,000 students in preschool to 12th grade (approx.)			
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)	

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	

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

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)	
			1.00	per 20 students (ages 9+)	
Teaching Assistant	1.00	as required, based on Special Education student IEP			

Special Education Staffing Standards

Albemarle County Public Schools has a three-phased process when providing schools with special education staffing.

1. Projected staffing for the following school year, shared in January with principals;
2. Final staffing based on updated caseloads and enrollment data, provided in late May / early June; and
3. Ongoing monitoring from September – June of the school year of additional needs.

VIRGINIA STAFFING FACTS

Virginia calculates appropriate staffing levels according to building averages.

A building average must not exceed 20 points.

To calculate "points" look at the student's weekly percentage of special education services:

1-49%= 1 Point
50-100%= *2.5 Points

If a student has 50%+ and a diagnosis of Autism or Multiple Disabilities, they are considered 3.3 Points.

*If a teacher has a TA assigned to their program, all 2.5 points are adjusted to 2.0 points, 3.3 to 2.5.

Classroom Limitations as defined by Virginia Regulations:

11 students with IEPs of varying ability levels in one classroom.

14 students with IEPs of similar ability levels in one classroom.

Within the last 5 years, Albemarle County has worked to firm up staffing standards in order to enhance the predictability of needs across the division and within each of its schools / programs. It should be noted that staffing standards are used as guides vs. hardline rules. Group dynamics, individual student needs, budgetary limitations and staff and building capacity all are considered when making final determinations.

STAFFING STANDARDS: PRESCHOOL

- **Central Preschool Evaluation Team:**
1.0 FTE ECSE Teacher, 1.0 FTE Speech Pathologist and 1.0 FTE Psychologist
- **Special Education Preschool (GENERAL)**
 - **ECSE CLASSROOM:** Up to 8 children with IEPs / 4 Typically Developing Children: 1 Teacher, 2 TAs
 - **"6 and 6" ECSE CLASSROOM:**
Up to 6 children with IEPs / 6 Typically Developing Children: 1 Teacher, 2 TAs
 - **Blended / Supported Regular Classroom:** (In addition to standard program structure) 4 children with disabilities in a regular pre-k classroom: 1 TA
- **Special Education Preschool (AUTISM CLASSROOM)**
 - 5-6 children with Autism: 1 Teacher, 3 Autism Assistants
 - 7-8 children with Autism: 1 Teacher, 4 Autism Assistants
- **BrightStars**
 - 12 children eligible for Virginia Preschool Initiative (BrightStars / VPI) and 4 children with disabilities; 1 Teacher, 2 Teaching Assistants
- **BrightStars**
 - 18 children eligible for Virginia Preschool Initiative (BrightStars / VPI); 1 Teacher, 1 TA

STAFFING STANDARDS: A-BASE

(Building Appropriate Supports with Evidence – Autism)

The resource model for children with Autism in the regular education environment.

- **Elementary A-BASE**
 - 5-6 children: 1 Teacher, 3 Autism Assistants
 - 7-8 Children: 1 Teacher, 4 Autism Assistants
- **Middle / High A-BASE**
 - 5-8 children: 1 Teacher, 2 Autism Assistants

STAFFING STANDARDS: B-BASE

(Building Appropriate Supports with Evidence – Behavior)

The resource model for children with disabilities that present with behavioral challenges who are served in the regular education environment.

- **Elementary B-BASE**
 - 5-8 children: 1 Teacher, 2 Behavior Assistants
- **Middle / High B-BASE**
 - 5-8 children: 1 Teacher, 1 Behavior Assistant

STAFFING STANDARDS: C-BASE

Building Appropriate Supports with Evidence - Curriculum

INCLUDES: FUNCTIONAL SKILLS, COMMUNITY BASED INSTRUCTION, POST HIGH PROGRAMS

Programs represent self-contained models with inclusive practices focusing on core instruction to students with cognitive impairments that require intensive and repetitive instruction to generalize skills to other environments.

- **Elementary C-BASE**
 - 5-6 children: 1 Teacher, 2-3 Teaching Assistants
 - 7-8 children: 1 Teacher, 3-4 Teaching Assistants
- **Middle / High C-BASE**
 - 5-8 children: 1 Teacher, 2-3 Teaching Assistants

STAFFING STANDARDS: GENERALISTS

This model provides specialized instruction that traditionally have been described as resource, push-in, pull-out resource, collaborative support, and consultation for students with disabilities.

- **For all instructional / developmental levels**
 - State points are totaled and divided by 20.
 - The result is rounded up, typically to the nearest .50 FTE.
 - In the Spring of 2018 a “safety net” for projected staffing was instituted to better calculate expected increases in student populations during the course of a school year. This also was used to minimize the need for staff to “bulk up” special education services for students to maximize staffing allocations. The “safety net” for projected staffing uses a standard calculation of points of current students as well as students active in the special education evaluation process.
 - The total number of students with disabilities, served by the generalists, are divided into two groups 60% are considered student with disabilities at 2.5 points and the remaining 40% of the students are calculated as 1 point students.
 - The total is divided by 20 and the resulting FTE is used as the staffing calculation, encouraging staff to focus their instruction while having a safety net for baseline staffing going into the following year.
 - Special consideration for adult assistance for individual students are considered on a case-by-case basis outside of this calculation.

STAFFING STANDARDS: RELATED SERVICES

- **Speech and Language Pathologists**
 - 1.0 FTE for an SLP = 2100 Minutes per week, approximately.
- **School Psychologists**
 - Each 100 children is a .1 FTE of a Psychologist at elementary and middle schools.
 - No school ever gets less than .20 (one full day) of a psychologist.
 - High Schools are staffed differently (AHS with 1900 = 1.0 FTE, Monticello with 1100 = .6 FTE, Western Albemarle with 1000 = .4 FTE)
- **Occupational and Physical Therapists**
 - This group is small, we use speech guidelines and consider the extensive travel between schools.
 - 1.0 FTE for an OT = 2100 Minutes per week, approximately.
- **Specialists**
 - Autism Specialists (Board Certified Behavior Analysts) to cover Autism Services from PK, K-12 and Post High School, across the Division. (1.0 FTE per 75 students with Autism)
 - Behavior Specialists (1.0 FTE for Elementary, 1.0 FTE for Secondary)
 - Learning Disability Specialist (1.0 FTE for Elementary, 1.0 FTE for Secondary)
 - Teacher for Private Schools Service Plans (1.0 FTE for a Caseload 35-45)
 - Teacher for Students with IEPs Served by Children’s Services Act (CSA) (1.0 FTE for a Caseload 40-50)